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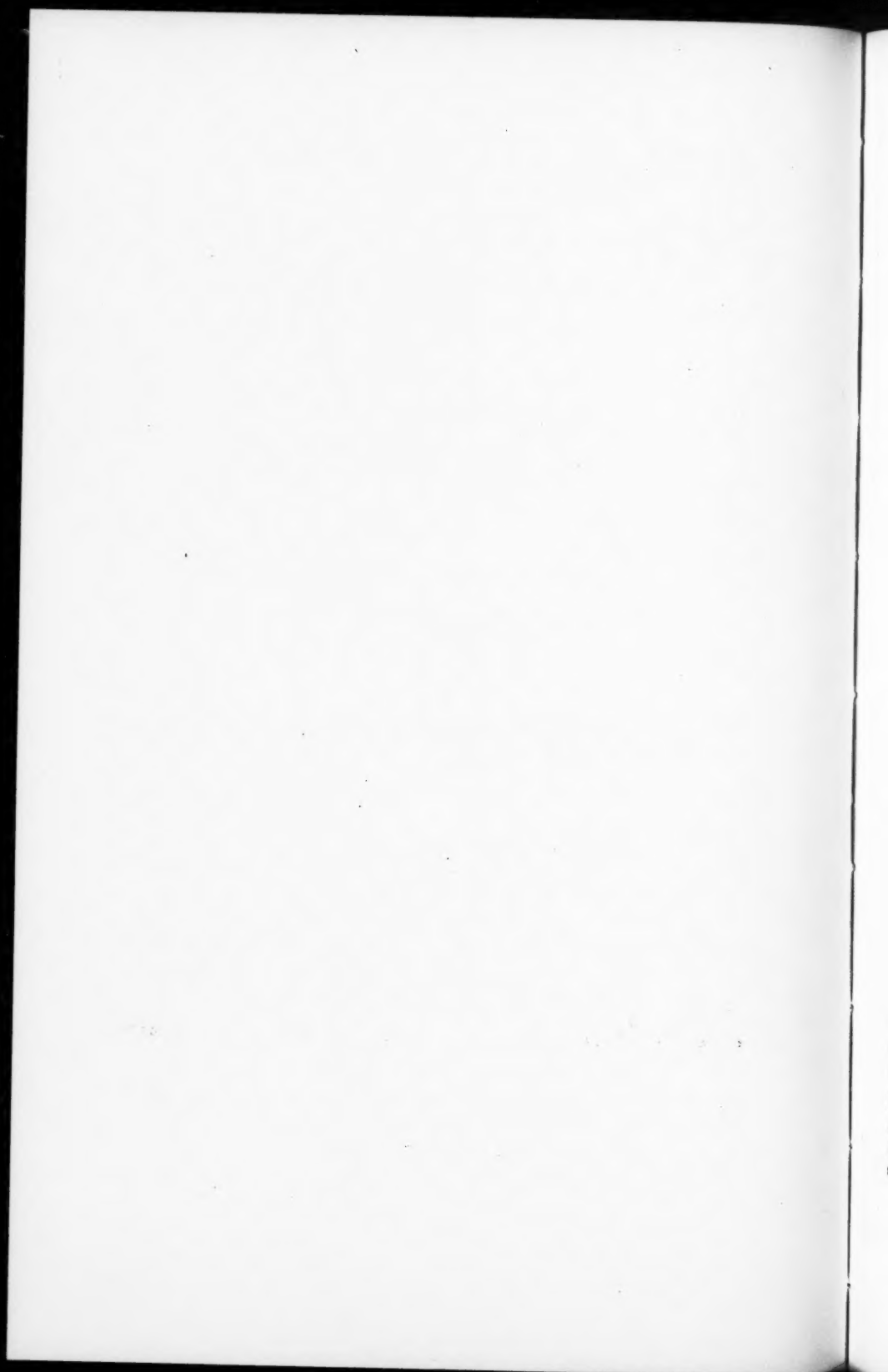
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FALL, 1955



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SOUTHEASTERN LIBRARY ASSOCIATION



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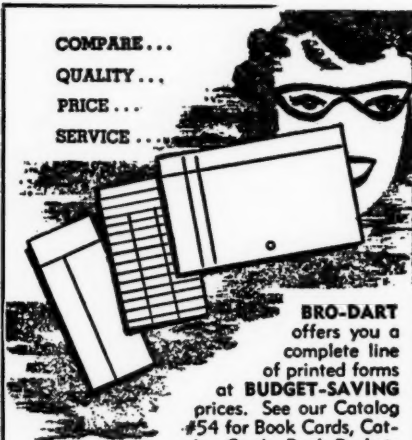
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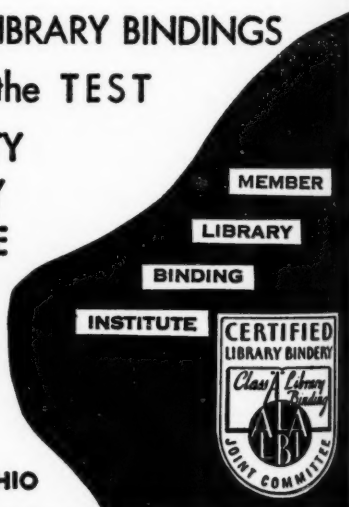
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The Southeastern Librarian

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LIBRARY FURNITURE BY SJÖSTRÖM OF PHILADELPHIA

Library Resources and Graduate Work In the Southeast Region of the United States¹

By A. F. KUHLMAN

This paper concerns itself with "holdings" of libraries in the Southeast region.² To make the discussion meaningful, I am looking at our library resources from the standpoint of needs for graduate and research work.

To keep our feet on the ground, I have included a table which shows the growth in volumes of our collections for the period 1917-54, a span of thirty-seven years. The report is limited to the universities, some of the A. & M. and technical schools and certain Negro institutions which award graduate degrees in the Southeast region. The table shows, in addition to volume growth, expenditures for books, periodicals and binding for 1946-47 and for 1953-54. These expenditures are of crucial importance in improving holdings. Degrees granted are shown for two periods—1940-45 and 1953-54—to indicate the volume and distribution of graduate work in our region. This part of the table is incomplete, for a goodly number of Masters degrees are now awarded by small colleges that do not require a thesis or research as a prerequisite. The library requirements for these institutions certainly need clarification.

Broadly speaking, what does the table show? Starting with the right hand column it shows that in 1917,

i.e., at the time of World War I, there was not a single university library in our region—no collection over 80,000 volumes. (Parenthetically, the holdings shown for the Joint University Libraries for 1917 and 1926 need qualification. The volumes shown were in the Nashville University Center in the three separate institutions, Peabody College, Scarritt College, and Vanderbilt University, and were not pooled until 1936.) To continue with the table, by 1926 the Universities of North Carolina and Virginia were on their way; the former had 171,000 volumes and the latter 140,000. By 1937, Alabama had 186,000 volumes; Arkansas, 144,000; Duke, 488,000; Florida, 130,000; Emory, 147,000; Georgia, 128,000; Kentucky, 213,000; Louisiana, 189,000; North Carolina, 344,000; South Carolina, 143,000; Tennessee, 174,000, and Virginia, 284,000 volumes.

As of June 30, 1954, Alabama, Florida, Kentucky, Louisiana, North Carolina, the Joint University Libraries, Tulane and Virginia had collections of nearly a half million or more volumes. Duke had passed the million volume mark.

Whether these collections of a half million volumes or more have significance for research depends upon how purposefully they have been built up. If they do not scatter over too many discrete academic disciplines and if over a decade or more they represent careful and consistent selection on the part of a competent

1. Paper presented at the Oak Ridge Library Conference, April 15, 1955.

2. Dr. Odum's eleven Southeast states are bounded by Virginia on the East and Arkansas and Louisiana on the West.

Compiled at the Join University Libraries

	Degrees Granted ¹		Exp. for Eds. & Per ²	Size & Growth of Library in Thousands of Volumes ³							
	1940-45			1953-54	1946-47	1954	1947	1957	1966	1971	
	M's	Ph.D.									
Alabama											
Polytechnic Inst., Auburn	199	231	\$48,072	\$25,344	199	117	69	38	28		
Tuskegee Inst., Tuskegee (N)	88	3	20,733*	15,000*	105*	72*	50*	19	19		
Univ. of Ala., University	242	15	111,396	86,303	471	274	186	56	20		
Arkansas											
Univ. of Ark., Fayetteville	438	12	55,385	22,885	319	226	144	58	30		
Florida											
Agr. & Mech. Col., Tallahassee (N)	68		33,755*	2,147*	36*	18*	10*				
State Univ., Tallahassee	278	15	132,210	17,229	382	112	66	25			
Univ. of Fla., Gainesville	387	75	148,869	69,808	564	292	130	46	10		
Univ. of Miami, Coral Gables	129	61	120,762	90,502	351	115					
Georgia											
Atlanta Univ., Atlanta (N)	73	609	9,000*	4,258*	107*	85*	61*	16	15		
Emory Univ., Atlanta	94	11	95,738	59,113	418	276	147	80	40		
Inst. of Tech., Atlanta	102	8	54,970	44,405	145	85	38	22	11		
Univ. of Ga., Athens	196	3	84,136	47,330	311	213	128	63	40		
Kentucky											
Univ. of Ky., Lexington	246	34	102,206	53,950*	651	401*	213	71	33		
Univ. of Louisville	101	4	38,838	37,500*	182	137*	77*	9			
Louisiana											
State Univ., Baton Rouge	393	53	152,776	38,612	492	435	189	55	45		
Loyola Univ., New Orleans	23		16,388*	11,718*	116*	108*	66*	56	17		
Tulane Univ., New Orleans	62	22		45,748	507	507	220	113	72		
Xavier Univ., New Orleans (N)	26	16		5,707*		48*	21*				
Mississippi											
Miss. St. College, State College	154	36	\$24,708	\$18,496	172	118	63	21			
Univ. of Miss., Oxford	132	3	27,400	30,760	194	146	60	40	30		

Miss. St. College, State College

Univ. of Miss., Oxford

LIBRARY RESOURCES AND GRADUATE WORK IN THE SOUTHEAST REGION
Compiled at the Join University Libraries

	Degrees Granted ¹		Exp. for Bks. & Per. ²	Size & Growth of Library in Thousands of Volumes ³						
	1953-54			1946-47						
	M's	Ph.D.		M's	Ph.D.	1954	1947	1937	1926	1917
North Carolina										
Agr. & Tech. Col., Greensboro (N)	65	7	19,360 ⁴	5,000 ⁵	49 ⁶	61 ⁶	22 ⁷	4		
Duke University, Durham	74	67	186,988	144,465	1,159	898	488	85	51	
N. C. Col. for Negroes, Durham	73	14	29,600 ⁴	9,100 ⁵	44 ⁶	33 ⁶	16 ⁷			
St. Col., Agr. & Eng., Raleigh	103	25	58,480	24,079	139	90	47	17		
Univ. of N. C., Chapel Hill	244	102	166,266	57,490	653	494	344	171	79	
Woman's Col., Greensboro	105	46	30,680	18,132	158	123	75	33		
South Carolina										
Clemson College	29		36,542	43,000	141	88	45	30	21	
Univ. of S. C., Columbia	144	1	70,602	33,476 ⁵	299	192 ⁶	143	100	42	
Tennessee										
Fisk University, Nashville (N)	26	110	24,900 ⁴	2,953 ⁵	115 ⁶	93 ⁶	67 ⁷	15	11	
(George Peabody Col., Nashville)	749	42								
(Vanderbilt Univ., Nashville)	60	46								
(Joint Univ. Libraries, Nash.)										
Univ. of Tenn., Knoxville	268	44	83,220	67,671	655	489	301 ⁴	224 ⁴	118 ⁴	
			116,111	55,635	307	275	174	71	37	
Virginia										
Col. of William & Mary	45	48	35,523	24,729	238	363	111	50	17	
Hampton Institute (N)	3	65	5,301 ⁴	4,561 ⁵	74 ⁶	74 ⁶	60 ⁷	55		
Univ. of Richmond	17	31	21,710 ⁴	9,345	115 ⁶	115	68	35		
Univ. of Virginia	193	46	114,169	68,498	747	485	284	140	80	
Va. Polytechnic Inst.	90	5	45,341	12,059	183	119	70	40	28	
Va. State Col., Petersburg (N)	27	57	10,922 ⁴	6,000 ⁵	56 ⁶	36 ⁶				

1. For 1953/54 figures: U. S. Office of Education. *Earned degrees conferred by higher educational institutions, 1953* (Circular No. 418). For 1940/45 figures: U. S. Office of Education. *Directory of colleges and universities offering graduate courses leading to master's and doctor's degrees, 1940-45*.
2. Louisiana state university library. *Statistics of southern college & university libraries, 1953/54 and 1916/47*.
3. For 1954, 1947 and 1937 figures: Louisiana state university library. *Statistics of southern college and university libraries, 1953/54, 1946/47 and 1936/37*. For 1926 figures: American library directory, 1927. For 1917 figures: American library directory, 1917-18.
4. Holdings of Peabody, Scarritt and Vanderbilt pooled since 1936.
5. American universities and colleges, 5th ed. 1948.
6. American library directory, 1954.
7. American library directory, 1939.

Ph.D. faculty of a given university, they may have research value.

The significant growth in some of our libraries in A.&M. and technical schools has occurred since 1937. Several of these, notably Alabama Polytechnic, Georgia Institute of Technology, Mississippi State, North Carolina State at Raleigh, and Virginia Polytechnic Institute have developed collections of significance for research in specialized fields.

Statistics for the Negro schools in the table—both on volume count and on expenditures for materials—reveal the plight of these institutions in trying to do graduate work. The only way to provide more adequate library resources for graduate work for Negroes in the near future seems to be to admit qualified students to our white graduate and professional schools.

One of the main points of the table is that most of our Southern university libraries which are now trying to support graduate work on the Ph.D. level are in transition from building undergraduate teaching collections to developing graduate and research collections in addition. At this task we have nearly all started late and are now faced with inadequate schemes of cataloging and classification, highly inflated prices, plus the fact that the stock for many indispensable items of permanent value is exhausted and we have to consider some form of microcopy. That brings up a whole series of baffling problems, some of which we shall stress later.

If you note the expenditures for materials even for 1953-54 you will find that most of our southern schools are not spending enough for materials to support their graduate programs—especially if you make allowance for

the purchase of arrearages that are needed and for inflated prices.

Looking at our problem geographically, it might be observed that the institutions in Virginia, North and South Carolina are near enough to Washington so that for much of their research they can get access to significant resources in Washington, Baltimore and Philadelphia. Our problem, however, is critical in the south-central region and in the Georgia and Florida region.

This is my twentieth year in the South. When I came I thought we could perhaps, through cooperation, make amends for our late start in building research collections and for our limited resources. But can we? What are some of the limitations of cooperation?

In the 1930s we thought union catalogs might help solve our problems. They have value in a center like Nashville, but are perhaps not worth the cost of extending them on the teaching level, i.e., for instructional material. If we could design them for research materials only, they would no doubt have significance.

Let me call attention to certain problems for which we need some kind of regional and/or national controls or clearing house.

First, in the matter of serials, the old *Union List of Serials* and its *Supplements* showed the holdings of our neighbors and we could plan our subscriptions or purchase back files in the light of that information. The new substitute or successor to the *Union List*, namely *New Serial Titles—A Union List of Serials Commencing Publication After December 31, 1949*, will not serve that purpose. Not enough of our southern university libraries are reporting their new serial acquisitions to this service to make it useful as a means of regional

planning in building up serial holdings. It will not even serve effectively the requirements of inter-library loans.

Second, numerous monumental projects to reproduce research materials have been launched, but they are all on an opportunistic basis. Note the series of projects for reproducing old materials of permanent value that University Microfilms of Ann Arbor has projected, such as: (1) English Books published before 1600 (Short Title Catalog items), (2) American Periodicals Prior to 1825, and others.

We do not know which southern university libraries have subscribed to these. Also, who can answer the question: How much duplication is necessary and which series lend themselves to inter-library loan service?

The offerings of some other agencies present the same problems. The American Antiquarian Society offers to reproduce in microprint for \$7,500 *Early American Imprints before 1800*. Again, the Readex Microprint Corporation offers to supply a microprint copy of a complete set of the United Nations unrestricted documents printed in the English language for \$2,500. Other projects in reproduction of old newspapers or of complete files of great current metropolitan newspapers are in progress or are completed. The question is which and how many southern libraries should avail themselves of these opportunities? Who can afford them? Perhaps the Georgia-Florida Committee for Planning Research Library Cooperation can find solutions to problems such as these for those states. There is need for an overall planning body and clearing house which can supply information on acquisition policies of southern university libraries.

Third, a related and even more perplexing problem is how good are the products in reproduction that are now being supplied virtually without supervision by an authoritative standards agency? The recent report of the Library of Congress on laboratories that were supplying large quantities of microfilm in 1954 is most disturbing. Apparently nearly all of these laboratories were selling and distributing inadequately processed film. With the exception of one laboratory, so much hypo was left in the film that it will not prove to be a permanent medium—perhaps less durable than wood pulp paper.³

Fourth, another related problem is that hundreds of periodicals are currently being filmed by a single laboratory. This involves copyright. Suppose five or ten years from now or later a much cheaper and more durable medium is perfected and libraries might prefer to have their periodical reproductions on it, but copyright will preclude that. An early start, plus enterprise seems to be giving one firm practically a monopoly on reproducing periodicals on film. For the moment, while that firm is guided by a man of good will and considerable professional spirit, there may not be much danger in that, but what of the future? Should we not have committees of librarians and scholars to decide which periodicals should be published in microcopy and what medium should be employed? If fifteen or more libraries could agree on titles, they could secure them on film or microprint or microcard.

Fifth, filming of big blocks of materials brings to light some new inter-library loan problems. Recently one of our graduate students needed ac-

3. Verner W. Clapp, Francis H. Henshaw, and Donald C. Holmes, "Are Your Microfilms Deteriorating Acceptably?" *Library Journal* 80:589-595, March 15, 1955.

cess to four years of the *St. Louis Post Dispatch*, a total of 96 reels of film. One of the university libraries in our region offered to lend the material at the rate of four reels at a time. This method of access would have spread the project over too long a time and the student found it necessary to go to St. Louis to get direct access to the file.

Sixth, let us look at another aspect of the holdings of our research libraries in the Southeast region. Due primarily to insufficient funds, the number of foreign published books that come into our region under the Farmington Plan is negligible. Last year (1954) only fifty-two items were received in our region by four libraries included in the table and forty-four of those were received by a single institution. Competent scholarship is not confined to the English language and ways and means should be found to bring more material published in foreign languages to our southern university libraries. Otherwise southern scholarship will be seriously handicapped.

Seventh, let me switch abruptly to another problem of "holdings." What about big blocks of little used materials such as comprehensive collections of college catalogs that are costly to house? Shall we, for instance, continue to build up our collection of these catalogs in, say, the Peabody College Division of the Joint University Libraries, or shall we scrap the collection and rely on the Midwest Inter-Library Center in Chicago? Probably our funds will not permit us to enter that Center as a contributing participant, but possibly the Center might admit, for a fee, our occasional scholar to its collection of college catalogs. That raises the question: Shall we favor a fee system for research libraries? Would it help the

"poor" and late starters, or under it would be the poor get poorer and the rich get richer?"⁴

Eighth, speaking from the standpoint of holdings of our libraries in the social sciences, let me point out that one of the seriously neglected resources in nearly all of our Southern states is the state library. Historically, and under the laws of most states, these libraries could make an important contribution to our available library resources by developing a working collection of: (1) the session laws of all states; (2) the essential official publications of American states; (3) the newspapers of importance published within their own state, and (4) historical manuscripts extant in or originating in their state.

What we need to do is to strengthen our state libraries, and above all to *integrate their collecting activities* with the research requirements of the social scientists in each state.

The final problem that I wish to stress is that while our young southern university libraries—especially the state supported ones—have made considerable progress in the last two decades in building up their holdings, they are all headed for the same fate that has befallen the large university libraries of America, and that is how to meet and control the inescapable and inevitable rising costs of a university or research library. These costs, as Metcalf of Harvard and others have pointed out, are cumulative for several reasons. First, every book that is added tends to stay on the shelves and adds permanently to storage, maintenance and service costs.

Second, the principle of lowering

(Continued on Page 117)

4. Parenthetically, it should be pointed out that so far the Midwest Inter-Library Center has not provided for extra-territorial participation. This statement is based upon a letter from its Director, May 31, 1955.

Resources in the Field of Latin American Studies in Libraries of the Southeast¹

By JOHN M. FEIN

A report on library resources in Latin American studies in the South Atlantic region may be said to enjoy a dubious freedom from the weight of previously published work. What does one have as a guide to collections in this region, what substantial point of departure does one find at hand? Shall we rely on reports of librarians of the various institutions involved? Such reports are issued irregularly or not at all, or when issued are not distributed and cataloged in a manner that would give them a permanent place in libraries as reference material. Shall we rely on catalogs of separate collections of Latin American materials issued by the libraries of institutions? These are so few in number for this region that we are unwilling to accept them as an accurate index of the region's collective wealth in this field. Perhaps the most reliable guides are Robert B. Downs's *Resources of Southern Libraries* and the report by Lawrence S. Thompson which appears in *South Atlantic Studies for Sturgis E. Leavitt*.² But even these two valuable contributions have certain drawbacks: Downs's survey, so admirably organized and documented, was published in 1938, and is therefore in need of supplement or revision. Thompson's article, the most recent in time, is an extremely valuable summary, but faced by space limitations, its author is un-

able to give detailed accounts of the collections to which he refers. Another work published in 1951 by the tireless Mr. Downs, *American Library Resources: A Bibliographical Guide*, only points up the general lack of catalogs and checklists of Latin American material in this region.

We could all profit greatly from more catalogs like the list Ray E. Held drew up of *Hispanic American History and Description in the University of Florida Libraries*, or the one Alan K. Manchester compiled for the Brazilian collection at Duke. These need not be too detailed—a short-title list will frequently serve the purpose—nor need they be expensive; mimeographed material is just as effective for bibliographical purposes as a printed volume. Nor does a collection have to be complete in order to be so listed. In fact, most of us would probably like to think our collections never will be completed. But we could circulate from time to time progress reports or lists of additions to existing collections.

In order to obtain a perspective of trends and problems in library resources, it may be helpful to take a brief backward look at the growth of Latin American collections in the Southeast in recent years. One need only to contrast the Downs report of 1938 and the Thompson survey of 1953 to see what progress has been made in the Latin American field in fifteen years. Institutions which already had established collections have broadened them enormously in

1. A paper read at the meeting of the Southeast Conference on Latin American Studies in Athens, Georgia, April, 1955. Dr. Fein is on the faculty of Duke University.
2. This paper is particularly indebted to Mr. Downs's study.

size and scope. Others which had small collections or nuclei of collections have now been expanded into sizable centers for research and reference. Still others which had practically no Latin American books now have small but well balanced libraries to back up graduate courses.

With the encouragement of grants from the General Education Board and the Rockefeller and Carnegie foundations, Duke, Tulane, the University of North Carolina, and Vanderbilt have flourished particularly. Under the terms of these grants, Tulane specialized in Central America and Duke and the University of North Carolina emphasized different areas of South America. Virginia's McGregor Library excels in works relating to the periods of conquest and colonization for all of Latin America, particularly in the number of valuable original editions, and is fortified by sizable holdings in Panamanian, Mexican, and Peruvian history and politics. Under the terms of the Rockefeller grant alone, almost 13,000 items were added to the University of North Carolina's collection of Latin Americana, which is especially strong in bibliography and periodicals, many of them rarities in the book markets today. Duke's large general collection rests on a foundation of a Peruvian library of about 7,000 books and manuscripts, several thousand volumes dealing with Brazil, and an Ecuadorian collection of more than 2,000 volumes. The newest of collections is that of Vanderbilt's Institute of Brazilian studies, built up mainly from 1948 to 1953, and totalling at the latter date more than 4,000 titles with an emphasis on contemporary authors. The University of Florida is justifiably proud of the P. K. Yonge Library of Florida History. Florida State University, in ad-

dition to a good list of current Latin American literary periodicals and the nucleus of a strong reference collection, is known as a center of Peruvian studies. The University of Georgia has some materials bearing on Spanish colonization in the DeRenne Library, and also possesses typescripts of significant manuscript material from the Spanish archives at Simancas. The University of Miami has attracted attention for its collection of contemporary Spanish American poetry and its long list of current Latin American periodicals. The University of Alabama has been restrained by budget limitations, but boasts the T. P. Thompson Collection, which is rich in materials bearing on Spanish Louisiana.

In general, we may observe that there has been surprisingly little duplication in collections of Latin American materials in the Southeast to date. This is due partly to the nature of the various foundation grants, partly to wise planning by specialists in the field and by librarians, and partly to good luck in the haphazard distribution of gifts of money and books to the libraries of the region. In any case, we may conclude with Lawrence Thompson that "... the Southern research libraries have learned the necessity of cooperation among themselves and the futility of competition either within the region or with the great libraries in the East and the Middle West which we cannot hope to rival." He continues: "They may, however, select a few fields in which they can properly attain pre-eminence; and the whole Latin American field, properly divided among the institutions in this region, is one that comes to mind at once."

It is even more surprising that this orderly division of labor has taken place during a period when the gen-

eral growth of libraries in the region has been exceedingly active. Current figures on general library acquisitions indicate that libraries in this region are continuing to grow at a healthy rate, and that we are justified in assuming that their holdings in the Latin American field will expand proportionately. To cite only a few examples of very recent growth, let us derive encouragement from the over-all number of books added to some of our libraries in the two-year period from July 1, 1951, to July 1, 1953: (These figures are given in round numbers.)

University of Alabama	59,000
Duke University	85,000
University of Florida	83,000
Florida State University	68,000
University of Miami	44,000
University of North Carolina	52,000
University of Virginia	80,000

All of this brings us to the present time and the second part of our discussion. What are the significant aspects and problems of Latin American library resources in the region today? How can the former rates of progress be maintained and increased? What should be done to improve the quality and broaden the scope of collecting now and in the future? There are, obviously, no short and easy answers at hand to the problems which the questions raise. The following quotation, I think, summarizes our problems concretely: "It is not easy to acquire a good collection of Latin American research materials. Many editions are out of print, magazine sets are difficult to obtain, and even current volumes are hard to secure. It takes an unusual amount of patience to obtain a good Latin American collection; it takes money; it takes time. In view of our experience at the University of North Carolina, it would seem that cooperative

effort on the part of several libraries within a region may be the logical solution in some cases." The reference to his university undoubtedly gives a good clue to the identity of the speaker, Sturgis B. Leavitt.

I wonder if the events of the twelve years that have intervened since he spoke these words at the University of Texas may have given even more weight to their meaning, and if Dr. Leavitt, speaking them today, might not phrase them with even more emphasis. For the twelve years have brought a peace, inflation, a war in Korea, and consequently a jet-propelled rise in the costs of buying books and processing them. If it seemed difficult and costly to build a collection twelve years ago, what does it seem like now? The budgets of state institutions (at least in my state) face major surgery at the hands of legislative committees under pressure to make dollars of state income go farther without increasing taxes. Private institutions face a loss in the real purchasing value of the dollar with no way to compensate for such a loss except by additional gifts. If cooperative effort was advisable then, perhaps it is imperative now.

We have made an excellent start in cooperative library planning in this region, but the effort must be broadened and intensified if it is to continue to meet the needs of the region as a whole. Just as the educational leaders of the region have met to solve common problems through the creation of the Southern Regional Education Board and have taken steps to inaugurate the pooling of facilities for higher education, so should the individual fields of study cooperate among themselves to assist in this task by assigning separate areas of specialization. One of the most dominant ideas in the discussions of the

leading associations of librarians in the country in the last few years has been the possibility of pooling their resources, of establishing deposit centers which would serve the several institutions of a region. And if this is applicable to the country as a whole, it is particularly applicable to the South, where industrialization and per capita income are not sufficient to permit the indefinite expansion of large research centers at every institution of higher learning.

Two recent developments indicate that the Southeast is alert to its responsibility in cooperative library planning and that the impetus of cooperative projects is likely to increase in the future. I am referring here to the establishment of two committees on inter-library cooperation, one in North Carolina, the other for universities in Georgia and Florida. The one in North Carolina is the outgrowth of more than twenty years of cooperation between the University of North Carolina at Chapel Hill and Duke University. In the mid-1930s, these two schools pioneered in cooperative ventures among research libraries through a plan whereby inter-library services were inaugurated and agreements made regarding purchasing policies. In late 1952, the presidents of both institutions, recognizing the need to re-examine these cooperative arrangements, formed a new committee with a view to expanding and enlarging the areas of cooperation, particularly through the participation of North Carolina State College and the Woman's College of the University of North Carolina as partners. The Inter-University Committee on Library Cooperation was, therefore, appointed in the Spring of 1953 with representatives from each of the four institutions. One of the early fruits of this committee's labors has been

the publication of an impressive union list of scientific periodical holdings. Other projects and plans are under discussion; one of these, of special interest to this group, is the establishing of a method for systematic exchange among the member libraries of information on recent acquisitions.

The second significant group, the Georgia-Florida Committee for Planning Research Library Cooperation, which began functioning last October, is so recent that it would be unfair to expect concrete results of its work at this time. Organized under the auspices of the Southern Regional Education Board, its members include representatives of Emory University, Florida State University, the Georgia Institute of Technology, the University of Florida, the University of Georgia, and the University of Miami. Like the Committee in North Carolina, its aims include the development of a method to exchange and coordinate information about acquisitions. One of its immediate objectives was the production of profiles of the participating libraries on the general plan of R. B. Downs's *Resources of Southern Libraries*, and the compiling of two union lists of serials—in chemistry and American literature.³ The Committee has initiated a re-study of the Atlanta-Athens Area Union Catalog, with a view to preparing an evaluation and recommendations for future planning. A work-conference committee, not only for member libraries but also for other interested institutions of the region, is to survey the over-all work of the Committee and consider plans for its continuation.

It is apparent from its inclusion as a principal aim in the programs of

3. The list for chemical serials was completed but one for American Literature was not compiled. [Editor's note]

both committees that exchange of information on acquisitions is one of the most pressing of current library problems. The recognition of this problem, indeed, underlines the fact that there is no one source to which we can refer for information on recent purchases of importance, not only in the Latin American field, but in other fields as well. A praiseworthy beginning has been made by the articles on regional acquisitions in the humanities, appearing annually in the March issue of the *Southern Atlantic Bulletin*, but space limitations and incomplete coverage of all of the disciplines included in our area of study limit its scope. There also was a series of articles in *The Library Quarterly* which attempted to survey all fields, but the most recent of these, in the July, 1951 issue, lists acquisitions up to the year 1949 only. An article covering the period from 1950 through 1954 is being prepared by William V. Jackson of the University of Illinois Library.

It is no editorial secret that one of Dr. Jackson's problems, as it was of compilers who preceded him, is to formulate the criteria for establishing the significance of the significant acquisition. Obviously there is some difficulty in being objective about one's own purchases, and there is always the possibility that one collection's achievements would be another's rejects. Suffice it to say that a committee of the American Library Association is not shirking a difficult task and is wrestling with this fundamental dilemma at the present time, so that we may hope for some objective guides to the determination of significance in the not too distant future. In any case, this helps us to understand why there is no published source that would serve as a clearing house for such information. In a re-

gional situation, and dealing with one specific area such as ours, perhaps the diplomatic solution would lie in exchanging information on *all* acquisitions in the field, and leaving it up to the individual purchaser to determine the importance of his own collection of the acquisitions described.

Since this problem is being considered as a general one and is being discussed at high levels in library circles, perhaps this group would want to defer any action in this direction until committee reports have appeared. But certainly we might aid in their work by establishing a library committee from this group and in communicating with the two regional committees already referred to in order to tell them of our interest and of our desire to cooperate in any way possible. At very worst, our gesture would yield nothing but encouragement to the committees; at very best, some method might be worked out to classify cards in Latin American studies so that they could be selected easily and possibly used as the basis of a list that could be circulated among specialists in the field in this region.

In view of the general lack of such information, we might list some of the significant acquisitions in the Latin American field for this region. Dr. Jackson was kind enough to send me this information regarding specific items, and I am indebted to him for the opportunity to call attention to them at this time.

The University of Alabama has recently acquired the one hundred volume series, *Grandes escritores argentinos*. Florida State University has added to its works on Spanish discovery and colonization two sets of previously unpublished documents, one of twenty-five volumes published between 1885 and 1932, the other of

forty-two volumes published between 1864 and 1884. The same university has also added 65 reels of microfilm of manuscripts from the Library of Congress dealing with the early records of East Florida and 2339 items on microfilm from Brown University of Latin American imprints before 1800. The University of Florida now has the P. K. Yonge Library of Florida History, "considered the best single collection of reproductions of Spanish and British documents relating to the history of the southeastern part of the United States." It includes 130,000 photostats of 7,000 selected documents relating to Colonial Florida with a variety of documents covering the period from 1518 to 1821. The University of Florida has also acquired a collection of book, periodical, and pamphlet materials showing the past and continuing influence of positivism in Latin America. The University of Miami recently added the library of the late Sir Noel Brooks Livingston of Jamaica. This collection consists of approximately 700 volumes dealing with the West Indies in general and Jamaica in particular, and contains a few manuscript items of some interest. The University of North Carolina has added an important item for the political history of Cuba with the *Coleccion Legislativa de Cuba*, 116 volumes covering the period from 1899 to 1918.

Let us go on to several problems connected with the present status of research collections in the Latin American field. To take up one that is frequently neglected, we should discuss the exchange of duplicates. Here there is no trail blazing to be done, for libraries have had for quite some time all the procedures and apparatus required for exchanging duplicates. Yet, in practice, libraries frequently are not as active in this field

as they might be. One not insignificant reason for such neglect is that rising costs have made it uneconomical to devote a number of man hours to the selecting, checking, listing, distributing of titles by the donor, which entails on the part of the library receiving the list, in turn, a good deal of collecting, checking, and selecting of titles. Furthermore, if we are going to be realistic in our appraisal of this problem, we should give heed to the complaint of the larger libraries who say that exchange benefits only the smaller ones. The complaint is not made for selfish reasons, but simply in recognition of the cost per volume which exchanges involves, plus a desire to see a limited library budget used in the most effective and productive way.

When cataloging is several months or more behind the incoming flood of books, when turn-over in library personnel is uncomfortably evident, when shortages of space promise to become acute, the exchange of duplicates becomes regarded as a luxury. As a possible substitute for exchange of duplicates in some fields, the Duke University Library has been experimenting with the sale of such duplicates to faculty and students at prices within the range of both and has had considerable success in doing so. In addition to being more economical than exchange of the duplicates or rejects involved, there is some evidence to indicate that such purchases pay academic dividends by being a source of scholarly stimulation to students and that there is a correlation for a student between an expanding personal library and an expanding intellectual horizon in the field of his choice. In any case, if we are going to attempt to make this kind of exchange more active in our field, we clearly shall have to propose some-

thing that does not mean more work or expenditure for the library staff.

Another problem no less challenging is the one of exchange with Latin American institutions and publishers. Apparently experience in this kind of exchange is variable. We may salute the University of Miami, which has 250 current Latin American periodicals, with 233 of them received by exchange, at the same time that we sympathize with other institutions which have trouble establishing exchange and even more trouble maintaining it. The difficulties here are multiple, ranging from such conquerable obstacles as the language problem or the wrong address to such insuperable ones as the short life of the average Latin American literary periodical and the certainty of a time lag in its publication schedule. Standard complaints of the gray-haired ladies in charge of exchange are that Latin American correspondents never answer letters, or that a periodical or serial on exchange will be interrupted mysteriously without any advance notice, and that by the time contact is re-established (if it ever is), the run of the periodical is hopelessly broken. It is no exaggeration to say that an active exchange with Latin America frequently presupposes at least one capable and very persistent staff member, who can spend full time on the task. It would be most useful for all of us to be familiar with the methods and contacts of universities such as the University of Miami, which have found the secret to success.

The last problem to be dealt with here involves a kind of exchange that is frequently ignored but that could be extremely productive in building Latin American collections, that is, exchange of information among institutions of good buys coming on the

market and of names of individuals going to Latin America who might locate items on desiderata lists. It is safe to say that the only way such information is exchanged is in a haphazard fashion at professional meetings. It is also safe to say that such information is far from organized, complete, or effective. A clearing house of such data, no matter how informal or on how limited a scale it might be launched, would perform a valuable service.

It seems clear that the present status of Latin American collections is far from being problem-free, and that new approaches and methods will have to be tried if the gains of the past are to be maintained and if we are to progress with the general library growth of the region. Basically our problems fall into two classifications: of communication, that is, telling each other what we have done and what we are doing; and of planning co-operatively for the future. The latter involves many more groups and levels than this one, and without more funds, knowledge, and organizational achievements than we have at present, we would be realistic not to try to solve it alone. What we can do in this regard is to support the larger movements for library cooperation as they appear, and to work for the area of Latin American studies within the larger frameworks which undoubtedly will be built soon.

In the field of communication, however, there is much that we can do, collectively in this group, and individually. Collectively, we can set up a library committee to explore possibilities which will lead to improved means of communication among us as unofficial representatives of the libraries of our universities. Such a committee, in turn, could serve as our point of contact with regional

committees on library cooperation. It would also function as a clearing house of information on library matters and could make research on library resources a permanent part of the program of our group. To meet the problem of exchange of duplicates, it might publish a mimeographed list of duplicates to be circulated among specialists in the field. This might involve the specialists' making up the lists themselves through data furnished them by their respective libraries if we are going to avoid imposing an additional burden on library staffs. To meet the problem of exchanges with Latin America, it might issue a report which would include specific suggestions designed to improve methods of exchange and to speed up correspondence. One university, for example, has recently inaugurated a system of correspondence utilizing form letters in four languages, which has been extremely helpful. For the exchange of information regarding good buys and plans of travelers, a periodic mimeographed newsletter might at least make gossip official and set up a congenial group of literary spies who would pass on to the committee any interesting news from the Latin American book markets. The committee's work will win cooperation from the various libraries in proportion to the extent that it recognizes that their good will cannot ordinarily take the form of assuming an additional responsibility in terms of staff time or library expenditures. The committee, in short, should not look on itself as a means for spurring on the efforts of librarians, but rather as a voluntary means for coordinating, and thus making more effective, the work which is already in progress.

What can we do individually to improve communication among libraries and among ourselves in library matters? We can, first of all, make the acquaintance of the people in our libraries who are responsible for acquisitions. In general they are very capable and intelligent people, genuinely anxious to be of service, and frequently more interested in our research than some of our colleagues. Since they or people in their offices may be timid about asking for help, we can volunteer to assist them with language problems as these may occur in correspondence. We can pass on to them for their work or for their general information the copies of book catalogs which we receive in generous number. Since we try to keep up to date in our own reading of Latin American journals and current events of the academic world, we can pass on to them the names and addresses of likely sources of exchanges. We can give them the names of reliable book dealers in Latin America.

In concluding, it should be stressed that cooperation among faculty and library personnel, and cooperation among libraries themselves, will be increasingly important in the future as our regional library resources continue to expand. Indeed, such joint planning will no longer be merely desirable, will no longer be the frosting on the cake, but will become essential if this region is to live up to its promises for the future. By being aware of the problems of building collections and by indicating a sympathetic and helpful attitude toward these problems, we can be of direct aid to the libraries and thus of direct aid to the programs of research in which we ourselves are vitally interested.

Cataloging Standards for Small Public Libraries

By CLYDE E. PETTUS

SELA Committee on Cataloging and Classification

"The problem of the American public library system from the point of view of processes is the problem of units with book stocks of under 25,000 volumes."¹ This statement in the Pierce report is based on the fact that a chart showing the distribution of American public libraries by number of volumes in 1944-45, prepared for the *Public Library Inquiry* by the U. S. Office of Education, indicated that 86.5 per cent of the 6,026 libraries had book collections of less than 25,000 volumes. Only in the last few years, however, has more than passing attention been given to the cataloging problems of the small library. In view of the limited number of books and the less insistent demands of readers it is generally assumed that the problems of the small library are negligible, if not non-existent. Textbook writers and instructors in library schools have indicated that certain of the procedures and practices developed for large libraries should be modified for those of smaller size, but "nowhere is there an integrated picture of the technical administrative pattern for a library of a given size."²

The greatest hindrance to the making of an effective catalog in small libraries is the lack of standards suited to their own objectives and requirements. As long ago as 1938, the A.L.A. *National Plan for Libraries* recom-

mended that the Library of Congress give special consideration to the development of simpler types of cataloging better suited to the needs of small libraries.³ It has become increasingly apparent that a catalog that meets the requirements of scholars and research workers in a university library will so far outdistance the needs of the not too serious reader in the small public library that it is an obstacle, rather than an aid, to good service. *Post-War Standards for Public Libraries* provides insufficient help since many of the general standards for cataloging need interpretation in the light of special requirements of the small library.⁴

As a first step in a long-term project to establish cataloging standards for small public libraries the Committee on Cataloging and Classification of the Southeastern Library Association made a survey of the cataloging and book preparation procedures of these libraries in the nine states constituting the region.⁵ There was some difficulty in defining the term "small library." The smallest group considered in *Post-War Standards* serves a population of from 6,000 to 35,000, with book stocks ranging from 18,000 to 70,000 volumes.

3. American Library Association. Committee on National Library Planning. "National Plan for Libraries." *ALA Bulletin* 33:146, February, 1939, p. 146.

4. American Library Association. Committee on Post war Planning. *Post-War Standards for Public Libraries*. Chicago, American Library Association, 1943, p. 83-82.

5. Clyde E. Pettus. "Cataloging in Small Libraries: A Survey." *Journal of Cataloging and Classification* 9:83-107, June, 1953.

1. Watson O'Dell Pierce. *Work Measurement in Public Libraries*. . . New York, Social Research Council, 1949, p. 106.

2. *Ibid.*, p. 211.

In view of the large number of smaller libraries in the Southeast it was decided to include in the survey all libraries classified as "public" in the 1951 edition of the *American Library Directory* with book collections of from 5,000 to 32,000 volumes. The original intention was to include yet smaller libraries, but it seemed unlikely that usable data could be secured from libraries without professional librarians. The questionnaire used for securing information covered such book preparation practices as accessioning, details of descriptive cataloging, subject headings, number and kinds of entries, book numbers, filing, etc. Since finding time to devote to cataloging is the number one problem in the understaffed library, many of the questions covered practices where it was assumed that economies and simplifications might be possible: 1) the use of printed cards; 2) omitting certain descriptive items on typed cards; 3) reduction in the amount of search for author's names; 4) fewer added entry cards; 5) reduction in the number of analytic cards through the use of printed indexes and catalogs; 6) discarding certain records and routines long considered essential in the processing of books, and 7) elimination of cataloging for certain types of material, e.g., pamphlets.⁶

Questionnaires were sent to 351 libraries within the indicated size range. Replies were received from 43 per cent of the libraries, which seemed a good response in view of the length of the questionnaire. The one-man library constituted nearly 13 per cent of the whole number and the total of librarian-catalogers reached almost 48 percent. To determine the

relationship of procedures to library size the findings were tabulated in three groups according to the size of the book collection: 1) 5,000 to 9,999 volumes; 2) 10,000 to 19,999 volumes; and 3) 20,000 to 32,000 volumes. Analysis of the findings, however, showed that these divisions were too small and that a technical pattern was to be found only in an enlarged middle group, ranging in size from approximately 7,000 to 25,000 or 30,000 volumes. This group constituted nearly 50 percent of the libraries surveyed.

The dictionary definition of standard is "that which is established by authority, custom or general consent, as a model or example."⁷ The findings of the survey may be assumed to show practices established by custom or general consent for libraries of a given size. The survey left no doubt that the small libraries of the Southeast employ many simplifications and economies. From an administrative standpoint, simplifications that reduce costs assume great importance and short-cuts that speed getting books in the hands of readers are of unquestionable value. There are two angles from which economies may be considered, however: 1) economy as a necessary evil; and 2) economy as the driving force of efficiency.⁸ The librarian who makes simplicity the keynote of the catalog because the task could never be accomplished otherwise, is motivated by stern necessity. This is economy forced on the librarian by lack of funds, of staff, or both. The second angle from which simplification may be considered is fitness of design to the end in view.

6. Margaret Mann. *Introduction to Cataloging and the Classification of Books*. 2nd ed. Chicago, American Library Association, 1948, p. 250.

7. Webster, Noah. *Webster's New International Dictionary of the English Language*. . . Second edition. Springfield, Merriam, 1951, p. 2455.

8. James Cranshaw. "Economies in Cataloging Methods." *Library Assistant* 27:32, February, 1934.

"We determine what sort of a catalog we require in a given library by a study of the elements concerned—that is, the users and their needs for information and the character of the books to be cataloged."⁹ The effective catalog for any library is one which supplies the information needed by its users but eliminates all other details called for in the code of rules. This type of economy creates a more usable catalog.

On short cuts as efficiency methods the findings of the survey were not considered completely reliable. It was quite evident that many of the reported economies were necessary. A second part of the investigation was therefore undertaken—a search for the expressed opinions of extension library directors, county and regional librarians, and the directors of surveys, as to the needs of users and the kind of catalog that would satisfy their requirements. This literature search included books and articles on public library administration, statements of the objectives of the catalog in the small public library, and surveys of public libraries of comparable size. With one exception¹⁰ no specific studies of users of the small library catalog were found. All available material on simplified cataloging in general, and on the many special topics of cataloging and book preparation, were examined. Discussions of round tables and regional groups of catalogers sometimes supplied pertinent data. The recommendations that follow are therefore based on the findings of the survey, reinforced and in many cases modified,

by the judgment of experienced librarians.

AIMS OF THE CATALOG

"Standards for a public service cannot be wisely formulated until the service is defined and its aims and purposes clearly stated."¹¹

"Each library should define its cataloging policy in terms of its objectives and varying requirements."¹²

Cutter indicated three objectives for the catalog: 1) to enable a person to find a book of which either the author, the title, or the subject is known; 2) to show what the library has by a given author, on a given subject, or in a given kind of literature; 3) to assist in the choice of a book, as to its edition (bibliographically), and as to its character (literary or topical).¹³ If only the first two objectives are accepted the catalog becomes essentially a finding list. Cutter's third objective, assistance in the choice of books, makes the catalog a reference or book selection tool—a purpose more difficult to justify in the open-shelf library. In an article on suiting the catalog to the needs of readers, Keller expresses the finding list point of view: "Many of our patrons still refer to the library's 'index.' This should remind us of the index function of the card catalog; that is, our obligation therein to furnish the public with a clue to the location on the shelves of the materials cataloged."¹⁴ Wright also endorses the finding list idea: "Although I would not wish to deny the usefulness of the catalog as a reference tool, I do not regard this as its primary purpose. The fundamental purpose of the

9. William M. Randall. "The Technical Processes and Library Service." In William M. Randall, ed. *The Acquisition and Cataloging of Books*. Chicago, University of Chicago Press, 1940, p. 16-17.

10. Robert R. Irwin. *The Use of the Card Catalog in the Public Library*. University of Chicago, 1949. Thesis (A.M.).

11. A.L.A. Committee on Post-War Planning, op. cit., p. 19.

12. *Ibid.*, p. 26.

13. Charles A. Cutter. *Rules for a Dictionary Catalog*. 4th ed. Washington, Government Printing Office, 1904, p. 12.

14. William H. Keller. "A Public Catalog for the Public." *Wilson Library Bulletin* 14:302, December, 1939.

catalog I am discussing is to show whether the library has a designated book, what works by a given author or on a given subject are in the library, and where these volumes are located."¹⁵ Julia Pettee points out that "small libraries differ from larger general libraries in the librarian's relationship to his clientele. He, or more correctly she, is usually the cataloger also, and as her personal relationship to her public is close and the books on open shelves are readily accessible, the catalog is of minor importance."¹⁶ A Canadian inspector of libraries shares this viewpoint, characterizing the small library catalog as an auxiliary to the librarian's knowledge of books.¹⁷ The Irwin study indicates that the primary use of the public library catalog is as a directory or index of the library's holdings.¹⁸ From these, and similar statements, it is concluded that the purpose of the catalog in the small public library is primarily, if not wholly, that of a finding list or guide to the books on the shelves.

CATALOG AND SHELF LIST REQUIREMENTS

The catalogs generally required for libraries in three different size groups are listed in *Post-War Standards*, and although libraries with book collections under 18,000 volumes are not included, occasional references are made to smaller libraries:

"Even small libraries will need a dictionary catalog and a shelf list. Most libraries, except the smallest, will have a separate catalog of the children's collection. When a library becomes large

enough to require branches, separate catalogs . . . must be compiled for the branches."¹⁹

Only a little over five per cent of the libraries in the survey lack a catalog, but there were comments showing that, in many instances, the catalog is in its beginning stages. Standards for New Hampshire public libraries recommend that a card catalog be made "when the weeded collection is at least 5,000 volumes."²⁰ It is advisable for the untrained librarian to depend chiefly on printed aids, such as the Wilson cards. A separate catalog for the children's collection is desirable when the number of books in this collection is large enough to make a special list of subject headings for children's books advisable. Inconsistencies in subject headings and references would otherwise create a filing problem. Branch catalogs and shelf lists are needed when the book collections in the branches become permanent.

USES OF THE SHELF LIST

The shelf list is the most useful single record of the library's book collection. Since it is arranged by classification numbers it is an aid in classifying books and an indispensable tool in taking inventory. It is the business record of the library, showing number of copies of each title, as well as locations and withdrawals. The shelf list is preferably made in unit card form; that is, in the same form as the author card except that notes are omitted. If this is done, the shelf list will supply information needed for reordering at the same time that it shows, from the reduced number of copies, that reordering is advisable. Some libraries

15. Wyllis E. Wright. "How Little Cataloging Can Be Effective?" *College and Research Libraries* 15:167, April, 1954.

16. Julia Pettee. *Subject Headings: Their History and Theory*. New York, H. W. Wilson Co., 1946, p. 67.

17. Angus Mowat. "Simplified Cataloging and Classification." *Ontario Library Review* 24:137, May, 1940.

18. Irwin, *op. cit.*, p. 76.

19. A.L.A. Committee on Post-War Standards, *op. cit.*, p. 87.

20. "Tentative Standards for New Hampshire Libraries." *New Hampshire Public Libraries Bulletin* 43:41, December, 1947.

have found it satisfactory to use carefully made order cards as the shelf list, after they have served their first purpose.

In organizing a library collection for the first time, or in reorganizing an old library, it is advisable to complete the shelf list before beginning work on the catalog. By providing a subject approach to the holdings of the library and an author catalog for fiction, the shelf list may serve as a temporary substitute for the catalog. If subject guides are inserted the shelf list becomes a very serviceable classified catalog. An extension librarian has suggested the use of a duplicate shelf list, instead of a catalog, in county library service; pointing out that it is a compact file, easily carried in a bookmobile, and that it answers most of the questions about the library collection.²¹

Although the shelf list is usually kept behind the scenes because of its many uses for the librarian, a good case can be made for its potential usefulness to patrons of the library.²² A question on the location of the shelf list was included in the survey to discover the possibility of its being used by readers, either as a supplement to, or as a temporary substitute for the catalog. In 77 per cent of the libraries in the smallest group (book stock under 10,000 volumes), the shelf list is located in a public room, usually in trays of the catalog case. Even when the catalog is complete, a classified guide to the book collection may be valuable to the reader, by providing a different approach to subject material from that shown by the subject cards in the catalog.

21. Bernice M. Hurst. "Catalogs for Mobile Libraries." *Wilson Library Bulletin* 26:267, November, 1951.

22. William H. Jesse. *Shelf Work in Libraries*. Chicago, American Library Association, 1952, p. 60.

PRINTED AND OTHER CENTRALLY SUPPLIED CARDS

The purchase and use of printed catalog cards is strongly recommended for the small library. Since cataloging is the most costly process in the library, centralized cataloging is one of the most important of all savings. It saves the time of the professional librarian who would otherwise make the first card, and of the untrained assistant who may be assigned the work of typing added entries. Printed cards are prepared by expert catalogers who have established the author's name, provided complete items of book description, and offered suggestions as to classification numbers, subject headings, and other added entries. The cost of printed cards is justified when the time necessary to prepare locally made cards is considered. Cataloging requires technical training and trained librarians are few in the small library. An extension librarian points out the variety of preparation of the staff, which includes those "taught on the job by trained librarians, those with six weeks or more in an undergraduate library school . . . and a few who have learned fundamentals from correspondence courses."²³

The cards printed by the H. W. Wilson Company are especially recommended for the library that selects its books chiefly from the *Standard Catalog Series*. These cards may be obtained ready to file in the catalog, or with the class number and the headings of added entry cards to be added. An advantage of these cards is that they provide useful annotations which few librarians would have time to add to typed cards. The Public and School Library Services Bu-

23. Lucille B. Wilson. "Short-cuts and Economies for Small Public Libraries." *Wilson Library Bulletin* 26:262, November, 1951.

reau of New Jersey has issued a manual of instruction in the adapting of Wilson cards, intended primarily for the use of untrained assistants.²⁴ When Wilson cards are not obtainable Library of Congress cards may be purchased, although these cost more and contain a greater number of descriptive items which are likely to be confusing to the users of the catalog. There is nothing to prevent both kinds of printed cards and typed cards being interfiled in the catalog provided changes are made in the more elaborate Library of Congress author headings. It is not advisable to make changes in the descriptive details on printed cards, even when they do not correspond exactly with the book. When fiction cards are made in a simpler form than those for non-fiction, it is questionable if it is a saving to buy printed cards for fiction; although, in the case of Wilson cards, the advantage of the annotation may be worth the small additional cost.

The survey showed that 60 per cent of the libraries investigated take advantage of centralized cataloging in some form, either by the use of printed cards or the state cataloging service of Georgia. The most important reason for preferring typed cards was the delay in securing cards from central sources. Ladenson's report of a recent study of Card Division performance, however, shows that the Library of Congress is concerned with improving its distribution service, and steps are being taken from which a speedier delivery of cards should result.²⁵

24. Catherine W. Wetterling. *Manual of Cataloging Procedures for Wilson Cards*. Trenton, New Jersey State Department of Education, 1953.

25. Alex Ladenson. "A Study of the Performance Record of the Library of Congress Card Division." *Journal of Cataloging and Classification* 9:51-56, June, 1953.

LOCALLY MADE CATALOG CARDS

Even with the purchase of printed cards there is always cataloging to be done by the local library. Typed cards should not be copies of Library of Congress form and fullness.²⁶ Library-produced cards provide an opportunity to strip the card of items non-essential to the needs of patrons and the staff of the local library. Since formal studies of catalog users are few and inconclusive, the librarian, in close contact with both patrons and staff, is the next best source of information. "Experience has shown that our catalogs need as much simplification as we can honestly give without sacrificing materials necessary in the fulfillment of the functions it is to perform . . . eliminating information used only by scholars, bibliographers, etc. It must be practical for those who use it and reasonably inexpensive to maintain."²⁷ Proposals for simplifications are often supported by the hope that their adoption "might help to alleviate the distressing lack of rapport between the public and its catalog."²⁸ There is general agreement among administrators that the catalog should be simplified. The questions are only those of kind and degree. In terms of the finding list objective there are three possibilities of simplification: 1) fullness of author's name; 2) descriptive items on cards; and 3) number of added entry cards.

FULLNESS AND FORM OF THE AUTHOR'S NAME

"Entries should always be sufficiently detailed to distinguish one author . . . from another . . ."

26. Rezia Gaunt. *A Survey of the Cataloging and Order Department of the Racine Public Library*, Racine, Wisconsin, 1953, p. 6.

27. H. Vail Deale. "I'm a Stranger Here, Myself." *Illinois Library Association Record* 6:90, June, 1953.

28. Keller, *op. cit.*, p. 300.

29. A.L.A. Committee on Post-War Planning, *op. cit.*, p. 87.

A basic requirement of the catalog is to show the holdings of the library by author. The degree to which one author needs to be distinguished from another author of similar name depends upon the size of the catalog and the purpose for which it is made. Library of Congress printed cards follow the A.L.A. rules,³⁰ giving the author's name in full, followed by dates of birth and death. In a library the size of the Library of Congress identification and differentiation of an author by name alone breaks down when there are, for instance, eleven William Greens in the catalog. In such a case, to distinguish a particular William Green, the date of his birth is added. In the search for the author's dates, other items of biographical data are brought to light, which when shown on the catalog card are of undoubted value to research workers and reference assistants.³¹ However, even the Library of Congress, where reference service is unquestionably important, is beginning to question the value of these items of information in relation to the expenditure of time. A "no conflict" ruling has been established for new personal name entries, according to which a name is searched only when it is "so similar to another name previously established as to give a good basis for the suspicion that both names refer to the same person."³²

In the catalog of the small library the author's dates may be omitted. The limited number of entries makes this distinguishing mark necessary

only in rare instances. There is even question about the advisability of using the full form of the name.³³ The title-page form of name, however, while likely to be more familiar to the reader, is not an acceptable entry because of the variety of ways in which one author may be shown.³⁴ For consistency and uniformity of entry a code of rules is recommended, preferably the simpler rules provided by Akers,³⁵ or by Johnson and Cook.³⁶ The Akers rules are those of the A.L.A., modified to suit the requirements of small libraries, while those provided by Johnson and Cook are the cataloging rules of the H. W. Wilson Company, used in the *Standard Catalog Series* and on the Wilson cards. In establishing the name of an author it is advisable to check the title-page form in the catalog, to find out if an earlier work is already in the collection; and in at least one reliable authority among the printed aids. Aids generally found in the small library collection are biographical dictionaries, the *Standard Catalog Series*, the *Booklist*, or the *Book Review Digest*. The untrained librarian may follow the author entries used in the *Standard Catalog* and take the Wilson cards as models for indentation and spacing.³⁷ If a library types cards for fiction and there will be no conflict with the practice of the printed cards, there appears to be no real objection to using the pseudonym, instead of the real name, as the main entry. An exception must be made in the case of an author who uses more than one pseudonym, and

30. American Library Association. Division of Cataloging and Classification. *A.L.A. Cataloging Rules for Author and Title Entries*, 2nd ed. Chicago, American Library Association, 1949.

31. Clara Beetle. "Personal Authors and Anonymous Classics in the Library of Congress Catalog." In American Library Association. Catalog Section. *Catalogers' and Classifiers' Yearbook* 11:29, 1945.

32. "Changes in Descriptive Cataloging Procedures." In U. S. Library of Congress. Processing Department. *Cataloging Service* 20:2, June, 1949.

33. Keller, *op. cit.*, p. 300.

34. Wright, *op. cit.*, p. 168.

35. Susan Grey Akers. *Simple Library Cataloging*, 4th ed. Chicago, American Library Association, 1954.

36. Margaret F. Johnson and Dorothy E. Cook. *Manual of Cataloging and Classification for Small School and Public Libraries*, 4th ed. New York, Wilson, 1950.

37. *Ibid.*, p. 6.

in the case of one who has written both non-fiction and fiction.

DESCRIPTIVE ITEMS ON CARDS

"The amount of detail needed on catalog cards will depend upon the size and nature of the book stock and the kind of use made of the catalog, although entries should always be sufficiently detailed to distinguish one author and title from another."³⁸

For the small library where the catalog is used primarily to locate books on the shelves, considerable limitation in the number of descriptive items is recommended. The essential items are: 1) the title of the book, usually without sub-title; 2) publisher's name, in abbreviated form; 3) date—preferably latest copyright date; 4) final paging; 5) notes: subject series notes, contents notes.

Shortened titles are generally recommended. The sub-title is included only when it explains or makes a worth while addition to the information given in the short title. It is advisable to leave out such phrases as "foreword by . . ." and "edited by . . ." unless the name of the foreword writer or editor adds to the reliability of the material.³⁹ The statement about illustrations is recommended only when the illustrator is particularly important or the illustrations are an outstanding feature of the book. There is no need to specify the translator except for standard authors when more than one translation may be expected.⁴⁰ The statement of authorship should be included only for books of joint authorship; and when the name on the title-page is entirely different from the name used in the

heading, as in the case of pseudonyms. Different editions occur rarely in the small library. When more than one is found, the later edition is sufficiently distinguished from the earlier by the date.

The place of publication is the least important item of the imprint group and may be omitted without affecting the usefulness of the catalog. The name of the publisher is considered helpful in characterizing the book, although this is more from the standpoint of the librarian than of the patron. It is time saving to give the publisher's name in abbreviated form. A convenient list of abbreviations is found at the end of each volume of the *Standard Catalog Series*. The imprint date may be found on the title-page (publication date), or on the back of the title-page (copyright date). The copyright date is used on Wilson cards and in the *Standard Catalog Series* (without the "c" before the date). This date is generally preferred by libraries (72 per cent of the surveyed libraries) since it represents more accurately the recency of the material.

Collation items are of little value in the small library catalog. The paging item should be limited to the final pagination; that is, the last page numbered by the publisher. Instead of the misleading "illus.", it is recommended that the illustration statement in the title be the means of calling attention to important illustrative matter. The size item has been eliminated by practically unanimous consent.

Administrators of small libraries agree that notes on catalog cards should be reduced to an absolute minimum. In the libraries surveyed series notes were given for "important" series only. "Important" series

38. A.L.A. Committee on Post-War Planning, *op. cit.*, p. 87.

39. Ruby Wallace, "Simplified Cataloging and Classification in the Medium-Sized Public Library," *Ontario Library Review* 24:143, May, 1940.

40. Wright, *op. cit.*, p. 168.

may be defined as those which have a specific point of view—subject series, such as "Rivers of America." This would exclude publishers' series, such as "Everyman's Library." The popular library has little need for other notes, with the possible exception of the contents note, which may be helpful for collected biographies, short stories, plays, etc. The value of the annotation has been mentioned earlier, but the time necessary for this type of note generally prohibits its use on typed cards.

SIMPLER CARD FOR FICTION

"For fiction, imprint and collation are generally unimportant."⁴¹

Since the public library reader of fiction consults the catalog only to find out whether or not a certain book is in the collection or what books are contained by a certain author, fiction may be cataloged more simply than non-fiction. The simplest form of card will contain the author's full name, without dates, and the title of the book. The imprint date may be of occasional value in giving the chronology of an author's work, but this information is obtainable from biographical dictionaries of authors. No collation items are necessary.

USE OF THE UNIT CARD

When added entry cards are duplicates of the main entry or author card with added special headings, the unit card system is being used. The value to the reader, who does not need to refer from one card to another for complete details, is less noticeable in the open-shelf library than in a library where the books themselves are not so easily accessible. The unit card, however, has a decided advantage in libraries where the staff includes clerical assistants. Typing in-

structions can be greatly simplified if only one form of card is used. An extension librarian states: "Unit cards are used almost exclusively, as simpler for an untrained assistant to reproduce."⁴² Exception may be made for fiction, where an awkward repetition of the title of the book would result from using the unit card form for the title entry. The value of the unit card for the shelf list has been indicated.

LIMITATION OF ADDED ENTRY CARDS

"The library catalog should show the library's holdings by subject. . . . Individual libraries should determine their own policies in regard to added entry cards for illustrators, editors, translators, etc."⁴³

This statement emphasizes the value of the subject entry and suggests the limitation of other types of added entry cards to suit the requirements of libraries. The decision as to what added entries should be made is of great importance since "the usability of the catalog is determined nearly as much by the added entries as by the main entries."⁴⁴ The elimination of unnecessary or little-used added entries represents a saving of time that may well be used to better advantage. The Irwin study of branch library patrons indicated a much greater use of subject than of title entries, but included no check of the use of other types of added entry cards.⁴⁵ In the libraries surveyed, title cards showed the highest percentage of use (92 per cent), with subject cards, second (83.2 per cent). As compared with title and subject, a much slighter use of personal name added entries was found.

42. Wilson, *op. cit.*, p. 264.

43. A.L.A. Committee on Post-War Planning, *op. cit.*, p. 85-6.

44. Maurice F. Tauber, ed. *Technical Services in Libraries*. New York, Columbia University Press, 1954, p. 145.

45. Irwin, *op. cit.*, p. 69, 72.

41. A.L.A. Committee on Post-War Planning, *op. cit.*, p. 87.

Title entries are needed for all books of fiction, and for non-fiction when the title is in any way striking and likely to be remembered. "The public library reader, unlike the academic library user, approaches the catalog, or more often the librarian, with title information only. Consequently, the title card assumes a more important role."⁴⁶ Instruction in the use of the catalog leads patrons to expect a title card for every book. An exception seems to be needed when the title is an exact duplicate of the subject heading, or so similar to it that confusion would result from making the two cards. In such a case, the title card should be omitted. Similar to this is the case of individual biography when the title consists merely of a personal name; e.g., *Jane Addams*. When a subject card is made, with the heading: *Addams, Jane*, a title card is clearly unnecessary. Although there are a few dissenting voices,⁴⁷ it is generally agreed that for titles beginning with such undistinguished phrases as "Introduction to" and "Essentials of" title cards should not be made. For consistency of practice it is advisable that the library keep a list of these introductory phrases.⁴⁸

Few added entries other than the subject and the title are needed in libraries where patrons use the catalog principally to determine where they can find the book or books they want. A case for joint author cards can be made on the ground that a book by two authors is nearly as likely to be asked for by the name of the second author as the first. When the authors are more than two, it is recommended that no joint author cards

be made. Added entry editor cards may generally be omitted without loss to the reader. Translator cards are worth while only for standard authors; and illustrator cards for children's books and adult books in which the illustrations are an important feature. Specifically, added entry cards are to be made when the name of the translator or the illustrator is included in the title.⁴⁹ It is not advisable to make series cards unless the series is sufficiently important to justify a series note. There are strong advocates of the omission of all series cards in public library catalogs.⁵⁰

SUBJECT HEADINGS AND REFERENCES

In terms of use in the small public library subject entries are simply quick-reference guides to the books on the shelves. Responsibility for showing the library's subject holdings is therefore shared with the classification. The most effective subject headings are popular terms which guide the reader quickly to the books he needs. A subject entry is needed for every book in the library that treats a clearly definable subject.

In all libraries a carefully worked out list of subject headings is essential for uniformity and consistency of practice. For small and medium-sized libraries the *Sears List of Subject Headings*⁵¹ is generally recommended. This list follows the same plan as the Library of Congress *Subject Headings*⁵² except for its use of less specific headings and fewer subdivisions. An advantage of the Sears list is that the same headings are used

49. Compare p. 11 of this article.

50. Kenneth Duchac, "Streamlining the Catalog," *Illinois Library Association Record* 6:87-88, June, 1953. Also Deale, *op. cit.*, p. 90.

51. Bertha M. Frick, ed. *Sears List of Subject Headings*, 7th ed., New York, Wilson, 1954.

52. U. S. Library of Congress. Subject Cataloging Division. *Subject Headings Used in the Dictionary Catalogs of the Library of Congress*, 5th ed. Washington, Library of Congress, 1948.

46. Mary E. Cameron, "Current Cataloging Practice in the Galt Public Library," *Ontario Library Review* 30:138, May, 1946.

47. Ralph Hagedorn, "Simplified Forms," *Library Journal* 67:374, May 1, 1942.

48. Akers, *op. cit.*, p. 98.

in the *Standard Catalog Series* and on the printed cards of the H. W. Wilson Company. The inexperienced librarian will find it advisable to follow the printed aids closely, using the headings (possibly omitting subdivisions) found in the Sears list, the *Standard Catalog Series*, or on the Wilson cards. As new subjects come into use it will be necessary to consult up-to-date printed aids such as the *Book Review Digest*, the *Reader's Guide*, and the *Cumulative Book Index* for current headings. When the collection of children's books is large enough to require a separate catalog, the Rue and LaPlante list⁵³ may be used for this collection. An official record of subject headings and references is recommended even for the small library, since the public catalog is not always readily accessible to the cataloger. The record is most easily made by checking the printed list adopted for use, writing in the headings and references taken from other sources.

As the library grows and the professional staff increases in number, variations of the standard headings should be made to suit local requirements. This is work which calls for acquaintance with the way in which patrons ask for subject material, since "we can judge the suitability of a list of subject headings only if we know the reading vocabularies of the patrons who are to be served by it."⁵⁴ In this respect the librarian-cataloger is in the advantageous position of being both the selector of subject headings and the tester of their effectiveness in serving reader needs. One administrator makes four worth while

suggestions for the selection of headings: 1) eliminate general headings where a specific heading covers the subject; 2) select the main topic and discard other closely related headings; 3) omit certain types of headings that have little bearing on your type of library; 4) consider the suggestions that come from those who work directly with the public."⁵⁵ Informal instruction in the use of subject cards might be provided by including on lists of new books the subject headings under which they, and similar books, will be found in the catalog. Such publicity to headings used by the library would undoubtedly result in revision of certain outmoded headings.⁵⁶ References from the catalog to the shelves, or to the shelf list, may save the time required to make numerous subject entries under such broad headings as *Birds* and *Airplanes*. Form headings such as *Picture Books for Children* may also be omitted, again relying on references and the special placement of material.⁵⁷

To make subject headings easier to find and to use there are two kinds of references: references from synonymous terms not intended to be used, to the headings chosen in place of them (*Ornithology* see *Birds*); and references from headings that have been used to other related headings. These may be from a broad heading to one that is more specific (*Birds* see also *Water Birds*), or used to connect headings of approximately equal scope (*Birds* see also *Flight*). "See" references are essential. If these are omitted the patron who looks under a heading

53. Eloise Rue and Effie LaPlante. *Subject Headings for Children's Material*. Chicago, American Library Association, 1952.

54. William M. Randall. "The Uses of Library Catalogs." In American Library Association. Catalog Section. *Catalogers' and Classifiers' Yearbook* 2:30, 1930.

55. Deale. *op. cit.*, p. 90.

56. Lucille M. Morach. "Cataloging and Classification and the Needs for Popular Service." *Library Journal* 65:561, July, 1940.

57. Perrie Jones. "A Public Library Cuts Cataloging Costs." *Library Journal* 68:64, January 15, 1943.

not chosen by the cataloger finds nothing. "See also" references, on the other hand, are of doubtful value. "Such evidence as is available . . . indicates that most people utilize a subject catalog either as a guide to shelf location or as an aid to the selection of a few good references."⁵⁸ The Irwin study seems to discredit the opinion that more references will help the complexity of the catalog.⁵⁹ "While 'see also' references are sound in theory, they usually become much too complicated and cumbersome in actual practice."⁶⁰ In view of their doubtful service, a sparing use of "see also" references is recommended.

ANALYTIC ENTRIES

The value of analytic cards in making the most of limited book resources has often been pointed out.⁶¹ Material on a specific topic may be found only as a part of a book on a broader subject. Biographies of individuals may appear only as chapters in collective biographies. An author of importance may be represented only by one or more of his plays, essays, or short stories, in a collection. The making of analytics, however, requires a considerable amount of cataloging time and all feasible economies are recommended. A general reference card as a substitute for subject analytics is suggested by Mann.⁶² An example of this is a card filed in the catalog under *Glaciers*, which reads: "Chapters on this subject will often be found in the books entered in this catalog under the heading *Geology*."

58. Carlyle J. Frarey. "Developments in Subject Cataloging." *Library Trends* 2:220, October, 1953.

59. Irwin, *op. cit.*, p. 72.

60. Eugene P. Watson. "The Reference Librarian Looks at the Catalog." *Wilson Library Bulletin* 26:270, November, 1951.

61. Chris G. Stevenson. "Cataloging in a Country Library." *Pacific Northwest Library Association Quarterly* 9:41, October, 1944.

Also Keller, *op. cit.*, p. 302.

62. Mann. *op. cit.*, p. 151.

Another time-saving practice is to make full use of printed indexes of short stories, plays, speeches, essays, etc. A large number of analytics are found in the *Standard Catalog Series*, aids likely to be found in the small library. The cost of the indexes as compared with the cost of the cataloger's time must be considered in deciding to use, or not to use, printed aids. Also to be taken into consideration is the number of books included in the indexes which are in the library collection. The use of printed aids to supplement the catalog is made easier by a convenient shelving of the aids, and by references to them in the catalog.

PARTIALLY CATALOGED MATERIALS

All libraries contain certain materials for which partial cataloging is satisfactory. The omission of imprint and collation items on cards for fiction has already been noted. Subject cards may be omitted for certain kinds of fiction, with references from headings such as *Mystery Stories*, and *Western Stories* to special shelves and a particular marking on the books.⁶³ "Easy books" may have the same brief cataloging as for fiction; or, because of their brief span of service, may be shelf-listed only. Uncataloged material reported by the smaller libraries in the *Public Library Inquiry* sample includes pamphlets, documents, maps, pictures and periodicals.⁶⁴

THE PAMPHLET COLLECTION

Few librarians now question the value of pamphlets as reference material. They have the advantage of low cost and conciseness of information, and may be the only form in which the material appears.⁶⁵ "If

63. Duchac. *op. cit.*, p. 87.

64. Pierce, *op. cit.*, p. 31.

65. Marie D. Peck. "Pamphlets in the Book Collection." *Minnesota Libraries* 13:170, June, 1941.

your book fund is small and your new book shelf seems more than half empty and not so very new, try pamphlets. They lend vitality, variety and up-to-dateness to many libraries.⁶⁶ Difficulties are found, however, in making pamphlet material easily available. The physical make-up of the pamphlet makes the organization of this collection more of a problem than that of books. "Unless it is important enough to be cataloged and placed on the shelf, the reader who does not consult the librarian is apt to miss it entirely. And even so, its small size often causes it to be obscured by the books on either side of it. If, on the other hand, it is filed in a vertical file, it is completely hidden from the reader unless given him by the librarian herself."⁶⁷

Except for pamphlets of permanent value cataloging is not recommended. "Most pamphlets are used only through a subject approach, and, if well organized by subject in a vertical file, need not be cataloged."⁶⁸ Directions for organizing vertical file materials, including a list of subject headings, are found in the Ireland manual.⁶⁹ Subject headings taken from the *Reader's Guide* have been used satisfactorily. As the collection of pamphlets grows the vertical file may be supplemented by the use of pamphlet boxes, several styles of which are obtainable from dealers in library supplies. The boxes may constitute a separate pamphlet collection, arranged by subject; or a broad clas-

sification number may be assigned to each box to allow it to stand side by side on the shelves with the books on this subject. To make the reader aware of the additional resources of both the vertical file and the pamphlet boxes, a reference card should be filed in the catalog. "A catalog card with the subject heading on it, and a note that this material will be found in the pamphlet file, should be made and filed back of all the regular cards on this subject in the catalog."⁷⁰

THE CLASSIFICATION SCHEDULE

The purpose of classification is to bring together in one place all the books the library has on a particular subject. Classification plays an important part in the open-shelf library where readers find it more satisfactory to examine books on the shelves than to consult subject entries in the catalog. The use of a standard system of classification is a definite economy for the cataloger. The *Dewey Decimal Classification*⁷¹ is the system preferred for public libraries where the memory value of its notation makes it easy for the patron to go directly to the shelves. Besides the full scheme there is the *Abridged Decimal Classification*,⁷² designed to serve the needs of the small library. The unabridged *Decimal Classification*, however, makes better provisions for fitting in new subjects as the library increases in size. An additional advantage is that the numbers found in the unabridged edition are those used in such printed aids as the *Booklist* and the *Standard Catalog for Public Libraries*, and on the Wilson printed cards. In the *Sears List of*

66. Thurston Taylor. "Try Pamphlets." *Connecticut Library Association Bulletin* 5:4, November, 1938.

67. Sophia B. Mehrer. "Let Pamphlets Keep You up to Date." *Wilson Library Bulletin* 15:662, April, 1941.

68. Mary B. Friesen. "Some Minimum Essentials of Cataloging for Efficient Service." *Illinois Library Association Record* 6:86, June, 1953.

69. Norma O. Ireland. *The Pamphlet File in School, College and Public Libraries*. Boston, Faxon, 1954.

70. L. Marion Moshier and Helena S. LeFevre. *The Small Public Library*. Chicago, American Library Association, 1942, p. 50.

71. Melvin Dewey. *Dewey Decimal Classification & Relative Index*. Standard (15th) ed. rev., Lake Placid, N. Y., Forest Press, 1952.

72. Melvil Dewey. *Dewey Decimal Classification & Relative Index*. Abridged (7th) ed. Lake Placid Club, N. Y., Forest Press, 1953.

Subject Headings classification numbers, taken in the main from the *Standard Catalog for Public Libraries*, have been added.

Numbers found in the printed aids and on the Wilson cards are time savers in the small library and there is a tendency to use them without further question. This practice is open to question, however, since the numbers printed on the cards may not conform to numbers already chosen for books in the same class. Before using the numbers found in the aids comparison should be made with the *Decimal Classification* itself, and with the shelf list of the library. It is not advisable to use numbers longer than two decimal places.⁷³

BOOK NUMBERS

"The book number serves the purpose of placing each new book added to a class in its proper position in relation to other books in the same class. When there are few books in a class, a very simple symbol will serve this purpose, while in a large class a more complex symbol must be used."⁷⁴ The book number, if given fully, consists of the initial letter of the author's surname and one or more figures taken from the Cutter-Sanborn tables.⁷⁵ The *Abridged Decimal Classification* recommends using one figure only after the initial letter until the class outgrows this abbreviated plan.⁷⁶ A further simplification consists only of the first letter of the author's surname. This plan may be applied to both non-fiction and fiction, or to non-fiction only, shelving books of fiction by author and title.

73. Wetterling, *op. cit.*, p. 8.

74. Bertha R. Barden, *Book Numbers*. Chicago, American Library Association, 1937, p. 5.

75. Charles A. Cutter, *C. A. Cutter's Alphabetic-Order Table . . . Altered and Fitted with Three Figures* by Kate E. Sanborn. [Boston, Library Bureau, 1896?]

76. Melvil Dewey, *Dewey Decimal Classification & Relative Index*. Abridged (7th) ed., p. xiii.

In public libraries, where books are less frequently selected from the catalog and the open-shelf arrangement makes an exact order of the books difficult to maintain, there is little need for book numbers. Of the libraries in the survey, 47 per cent have discarded book numbers entirely, arranging books of non-fiction by class number and the author's surname, and fiction (unclassified) by the author's surname and the title of the book. A county librarian endorses this practice, pointing out that "underlining or lettering the surname of an author or the subject of a biography on the back of a book means more to readers and untrained personnel than any Cutter number."⁷⁷ The difficulties of this method increase with the size of the collection, as the names that must be lettered on the backs of books become more numerous. Use of the first letter of the author's surname for non-fiction, and for fiction when the letter "F" takes the place of a class number, is a generally recommended practice.

FILING OF CATALOG CARDS

Use of the catalog depends upon a filing system which is simple enough to be understood both by library patrons and the non-cataloging members of the staff. The patron's reluctance to use the catalog is often attributed to the disillusionment which follows his discovery that the "dictionary" catalog is not a strictly alphabetical arrangement of cards. The generally accepted code of rules for filing, the A.L.A. code,⁷⁸ provides alternative rules, so that a choice may be made between a grouped and an alphabetical order of arrangement.

77. Gretchen K. Schenk, *County and Regional Library Development*, Chicago, American Library Association, 1954, p. 215.

78. American Library Association, *A.L.A. Rules for Filing Catalog Cards*, Chicago, American Library Association, 1942.

For the small library, the alternative rules providing for alphabetical arrangement are recommended. It is advisable also that the alphabetic order be extended to the arrangement of subject subdivisions. It is preferable "to adopt a single-alphabet arrangement by interfiling the subdivisions of a subject with the titles and other entries beginning with the same word, disregarding punctuation."⁷⁹ Appendix V lists the rules for small libraries by number and topic, and provides a comprehensive example to show the application of the rules. For the complete rules reference must be made to the main body of the code—an inconvenience that may be overcome by a preliminary checking of all the rules to be followed. The new edition of Akers⁸⁰ includes the thirty-one rules listed in Appendix V, and manuals of public library organization and administration such as Moshier⁸¹ and Miller⁸² include shorter lists of rules which have been found satisfactory in very small libraries.

Adequate guide cards are essential to the use of the catalog. One for every half-inch of cards is none too many. Guides may be used effectively to indicate new names, new subjects, and subdivisions of any kind that need to be brought out. Guides may be used to explain the difficulties or peculiarities of filing within a particular tray; e.g., the filing of the Mc's and Mac's as if all were written Mac. A card explaining the arrangement of Bible cards, filed in front of these cards, is particularly needed as the number of entries under "Bible" increases.⁸³ The printed guide, "How to Use This Catalog,"

(Library Bureau) explains the general arrangement of cards and is a serviceable addition at some point in each tray.

Two administrative aspects of filing deserve brief attention: the frequency of filing and the question of revision. It is not economical to file a few cards at a time while work is in progress, nor is it desirable to deprive readers too long of the record of new books. A suggested solution is a separate file of cards, possibly in the last tray of the catalog, kept until a sufficient number has accumulated to justify interfiling with those in the main file. Revision of filing is necessary when the original filer is an untrained assistant.

BOOK PROCESSING ROUTINES

Worth-while economies may also be effected by the discarding of book processing routines that have become outmoded or inefficient. The present administrative attitude is to examine such operations critically and to make decisions as to their continuance or elimination on the basis of practical use.⁸⁴ "When experience proves that a record costs more to maintain than is warranted by use, then that record has lost its justification."⁸⁵

ACCESSIONING AND THE ACCESSION RECORD

Assigning a number to a book in the order of its addition to the library is called "accessioning," a time honored practice in the preparation of the book. The older manuals of library practice give considerable space to the various ways in which the accession record may be kept, the simplest of which is the loose-leaf

79. *Ibid.*, p. 61.

80. Akers, *op. cit.*, p. 164-179.

81. Moshier, *op. cit.*, p. 77-80.

82. Zana K. Miller. *How to Organize a Library*, 11th ed. rev. New York, Remington Rand, Inc., Library Bureau Department, 1947, p. 30-32.

83. Winifred VerNooy. "The Consumer and the Card Catalog." In William M. Randall, ed. *The Acquisition and Cataloging of Books*. Chicago, University of Chicago Press, 1940, p. 329.

84. Mary Lee Keath. "To See Ourselves . . ." *Library Journal* 79:739, April 15, 1954.

85. Schenk, *op. cit.*, p. 213.

book in which the lines are numbered consecutively and the number of the line becomes the accession number of the book. The present tendency is to simplify, or to abandon entirely, the book accession record, on the ground that it duplicates other, more serviceable, library records. "Quantity operations have dictated the abolition of the accession book . . . substituting the shelf list as the primary record which carries all buying information . . ." ⁸⁶ When details of source, price, and date are added to the shelf list the only purpose of the accession book not taken care of is a chronological record of the library's growth—information that seems to be seldom needed. ⁸⁷ From the point of view of the small library, however, there are certain advantages of the accession book. It is recommended by Akers as "one of the best accession records for the small library, especially if there are frequent changes of personnel." ⁸⁸ It has the advantage of being a simple record, made from the title-page of the book itself, easily explained to untrained assistants. Few libraries find it advisable to keep the record in the full form provided on the printed sheets. ⁸⁹

Discarding the book accession record does not mean that a library must also abandon accession numbers. The accession number is an individual mark for a particular book, useful in distinguishing between several copies of the same title and in matching the book card to the book in the "slipping" process. The numbers may be continued, using an automatic numbering machine to insure correct sequence and to save time in stamping books. Some libraries, however, on dis-

continuing the use of the separate accession record, have decided to use copy numbers instead of accession numbers for the purpose of book identification. ⁹⁰ When this is done, a separate record of the number of books added and discarded must be kept for annual reports of book stock. When many copies of a title are purchased, as in the county library, copy numbers, which have the advantage of speed of assignment and of recording, are recommended. In the town library, where duplication of titles is less frequently found, the identification of a book by the serial accession number is generally preferred. Since accession and copy numbers serve the same purpose of providing a distinguishing mark for a particular copy of a book, the use of both numbers is unnecessary duplication.

PREPARATION OF THE BOOK

Other time-consuming procedures of book preparation for which economies may be found are: 1) examination of the book to note imperfections and to cut pages; 2) writing in each book the name of the dealer, the cost, and the date received in the library; 3) putting in marks of ownership such as the book plate and the various kinds of stamps. The small library, with its popular collection, hardly needs to spend time on a painstaking examination of all new books for imperfections. It is recommended that collating be done only in the case of art books or those of more than average cost; e.g., ten dollars or more. The writing in each book of the details of purchase may be explained as providing an easy means of transferring these items to the accession record or the shelf list. If the order card is left in the book until accessioning or shelf listing has been done,

86. Schenk, *op. cit.*, p. 213-4.
87. Tauber, *op. cit.*, p. 236-7.
88. Akers, *op. cit.*, p. 181.
89. Carl L. Cannon, *Order and Accession Department*. Chicago, American Library Association, 1930, p. 26.

90. Wilson, *op. cit.*, p. 263.

writing in the book will be unnecessary. The basic purpose of ownership marks is to identify the book as library property and to prevent theft. Stamping has customarily been done with perforating, embossing, or ink stamps on the title-page or the page following, and on a certain arbitrary right-hand page; e.g., page 49. Objections have been raised to the stamps on several counts: 1) that they disfigure the text and the illustrations; 2) there is no evidence that they serve the purpose of preventing theft; and 3) that elaborate stamping requires time that might be spent in more productive work. One administrator would give up ownership stamping entirely, believing that marking on the backs of books takes its place. "Printed labels and class-marks lettered on the spine of books provide adequate marks of ownership, the latter being more difficult to obliterate than indelible stamps, and they have the virtue of positive value on other counts."⁹¹ If an ownership mark inside the book is desired, it is recommended that only one type of mark be used. If book plates are chosen for this purpose, stamping of books should be discontinued.⁹² When stamping is selected as the method of marking, consideration should be given to the number of places in the book. The value of stamping the book in more than one place is open to question.

Economies in the routines of cataloging may be effected also by working out the proper sequence of each task in its relation to the whole work of book preparation. A checklist of preparation processes in the order of

their performance is found in *Simple Library Cataloging*.⁹³

SUMMARY AND CONCLUSION

The cataloging standards proposed by the SELA *Committee on Cataloging and Classification* are designed for public libraries with book collections under 25,000 volumes. When trained librarians are few and time is of the essence it is important to discover the minimum amount of cataloging that is required. The survey of small public libraries in the Southeast which preceded the present study showed that many simplifications and economies are practiced in libraries of this size group. It was considered necessary, however, to distinguish between the shortcuts of expediency and simplifications resulting in a more effective catalog. An investigation of the literature of the subject was made to determine the purpose and use of the catalog in small public libraries. For want of specific studies of catalog users, and because of the close relationship of the librarian of the small library to readers, the judgment of the librarian was accepted as a valid indication of the amount and kind of cataloging needed for adequate service. There is sufficient evidence to show that the objective of the catalog in the small, open-shelf library is primarily that of a finding-list, or guide to the books on the shelves.

In terms of the finding-list objective the general cataloging standards included in *Post-War Standards for Public Libraries* may be specifically related to the requirements of the small library. An author entry should always be sufficiently detailed to distinguish one author from another, but when authors with similar names are few, it is apparent that dates of birth,

91. William B. Paton. "First Things First." *Illinois Libraries* 32:421, June, 1950.

92. Akers, *op. cit.*, p. 181. Also Wright, *op. cit.*, p. 167.

93. Akers, *op. cit.*, p. 184-5.

and even the including of full names instead of initials, are generally non-essential. The amount of detail on catalog cards depends upon the use made of the catalog, but when the catalog is consulted primarily as a guide to the books on the shelves, drastic cuts in these items may be made without affecting service. In terms of the finding-list objective, the catalog should show the library's holdings by author, title, and subject; but other types of entry, which serve the reference objective of the catalog, are dispensable. The choice of the Dewey Decimal classification for the open-shelf library is explained by the memory value of the notation of this system. The Sears list of subject headings is preferred for its inclusion of simpler headings designed for small library needs. In the open-shelf library responsibility for showing the library's holdings by subject is shared with the classification. For this reason specific, popular terms which guide the reader quickly to the shelves are wanted. It is a recommended economy to make full use of printed catalogs and indexes as substitutes for analytic cards in the catalog. Cataloging time should not be expended on material for which vertical file treatment is adequate. Although the catalog should be supplemented by the classification, printed indexes and the vertical file, it remains the principal key to library resources and should contain reference and information cards that will inform the patron of supplementary approaches to materials in the collection.

This investigation has shown that a greatly simplified catalog, both as to card content and number of entries, answers the requirements of patrons and staff in the small public library. The findings of the survey

indicate that there is sufficient similarity of need to make the provision of specific standards for this size group feasible. With such standards the individual librarian will be relieved of the responsibility of modifying rules and practices designed for libraries in which the purpose and uses of the catalog are quite dissimilar. Thus one hindrance to the making of an effective catalog in the small library should be removed.

The present study is limited to the amount and kind of cataloging, and the processes related to cataloging, that are required in the small public library. Another type of study, less needed in libraries of the size under consideration, is the flow of processes study advocated by Joseph Wheeler.⁹⁴ Systematic planning for an orderly succession of duties is required, however, even in the smallest libraries where all, or the greater part, of the work is carried on by one librarian. As the amount of technical work increases time and motion studies become increasingly important.⁹⁵

Centralized cataloging, which offers the greatest economy for libraries of all types, has not yet reached its fullest usefulness in the small library. The Wilson Company is supplying cards well suited to small library needs at a moderate cost, but the coverage is limited. Library of Congress printed cards are obtainable for a greater number of books but are not well adapted to the needs of the public library. An answer to the problem may be found in regional centralization of services such as proposed for Canadian public libraries⁹⁶ and for li-

94. Joseph L. Wheeler. "Streamlining Technical Processes in Small Libraries." *Wilson Library Bulletin* 28:422-4, January, 1954.

95. A.L.A. Committee on Post-War Planning, *op. cit.*, p. 84. Also Schenk, *op. cit.*, p. 216.

96. Jean Fetterly. "Recataloging in Orillia." *Ontario Library Review* 30:137, May, 1946. Also Elizabeth Loosely. "Cataloging Problems of the Small Library." *Ontario Library Review* 30:140, May, 1946.

braries served by the Pacific Northwest Bibliographic Center.⁹⁷ A state cataloging service such as provided in Georgia⁹⁸ might be considered by other states. Or, it may be that the Library of Congress, already deeply committed to the centralized production of catalog cards for American libraries, will take the next and logical step of adapting this service to

the needs of popular libraries—by making an entirely separate series of printed, annotated catalog cards designed for public library use.⁹⁹

97. Stevenson, *op. cit.*, p. 41.

98. Virginia Drewry, "Centralized Cataloging Frees Georgia's Librarians," *Library Journal* 73:382-3, March 1, 1948.

99. American Library Association, Committee on Post-War Planning, *A National Plan for Public Library Service*, Chicago, American Library Association, 1948, p. 76.

Library Resources and Graduate Work . . .

(Continued from Page 90)

costs through mass production is reversed in research libraries. Unit costs of acquisition, cataloging, lending and reference services tend to increase steadily with the growth of research libraries.

Third, every improvement in a research library tends to create new demands from which there is no escape. Improved collections and better working conditions tend to increase use (and costs) of a library from within and without the university community.

Fourth, inflation is still ruinous (in fact it is getting steadily worse) for research libraries. Many of the items research libraries deal in have been advancing steadily in cost and are now more than again as high as they were in 1940. In fact the purchasing value of a library dollar is now only about fifty cents compared with 1940.

The foregoing statements suggests that the road ahead for southern uni-

versity libraries will present some seemingly insurmountable problems. State supported schools will, as a rule, fare much better than the privately endowed ones.

If university administrators (especially the graduate deans) and faculty members were willing to have their institution specialize in limited fields and if a division of labor could be established, each library's load might be lightened and within our specialties we might do a better job than we are now able to do.

Also, if through cooperative effort we librarians could get out and keep up to date a current guide to special collections, that are now extant or in the making in the Southeast region, such information might be useful in avoiding unnecessary duplication. It would certainly improve the usefulness of such special collections.

In like manner a way should be found to avoid too much duplication of costly monumental microcopying projects among neighboring libraries.



Southeastern Library Association

EXECUTIVE OFFICE:

GEORGIA SCHOOL OF TECHNOLOGY LIBRARY, ATLANTA

Headquarters' Page . . .

In spite of crowded schedules, five members of the Executive Committee were able to get together for a breakfast meeting during the Conference of the American Library Association in Philadelphia. Those present were Louis Shores of Florida, Annabelle Koonce of Mississippi, Alfred Rawlinson of South Carolina, Elinor Preston of Virginia, and your President. The President; Alma Jamison, the Treasurer, and Porter Kellam, Editor of *SOUTHEASTERN LIBRARIAN*, also met for a brief session as Miss Jamison and Mr. Kellam could not stay over for the breakfast meeting.

It is with very real regret that we see Dr. Donald Thompson, Director of Libraries, Mississippi State College, and Advertising Manager of the *SOUTHEASTERN LIBRARIAN*, leave the Southeast for Indiana and a new position. He has rendered the Southeastern Library Association a fine service and we shall miss him. Our best wishes go with Don in his new work.

Mr. I. T. Littleton, Assistant to the Librarian, University of North Carolina, has consented to serve as our

new Advertising Manager. We are looking forward to working with him.

Miss Cora Paul Bomar, School Library Adviser, North Carolina State Department of Public Instruction, has been appointed Chairman of the Nominating Committee to nominate candidates for Vice-President (President-Elect) and Treasurer. Miss Bomar requests that you send her or some member of the Committee the names of suggested candidates for the above offices. As we have not heard from all members of the Committee, we shall announce the other members later. Executive Committee Members are elected by the SELA members of the respective states. States electing new Executive Committee members to take office in October 1956 are Alabama, Florida, Georgia, South Carolina, Tennessee, and Virginia.

Miss Elinor Preston has agreed to serve as chairman of the Program Committee for next biennial conference. Miss Roy Land and Mr. Randolph Church will serve with her.

—NANCY JANE DAY,
President



BOOKS

Notes of books written by Southeastern librarians, published by Southeastern libraries, or about Southeastern libraries.

Summer is traditionally the slack season for publishing. Maybe this holds true for commercial publishing, but there has been no slack in books of professional interest to Southeastern librarians.

One of the last acts of Joseph Penn Breedlove before his death in the spring was the examination of the sheets for his history of the Duke University Library. The publication has now been completed as *Duke University Library, 1840-1940: A Brief Account with Reminiscences* and issued as a number of *Library Notes* by the Friends of the Duke University Library.

Appointed Librarian at Trinity College in 1898, Mr. Breedlove served as Librarian at Duke till 1939 when he was made Librarian Emeritus. He resumed active direction of the library from 1943 to 1946 as Acting Librarian and then again became Librarian Emeritus. He was, therefore, eminently qualified through long association to record the history of the Duke library. But his long association was no less a qualification than was his lasting affection for his university and its library. His brief history is a meticulous compilation from the available records of the University as well as from his own memory. The bare facts of his story are often brightened by his reminiscences—such stories as how the first typewriter was acquired for the Trinity li-

brary from his own funds. The history of the Duke Library is one of phenomenal growth and one of interest to the whole profession. Mr. Breedlove's telling adds a personal touch to that history.

The Classified List of Reference Books and Periodicals for College Libraries is noted as the "third edition." It should be made very clear that this is a complete reworking and not simply a minor revision of the editions of 1940 and 1947. *The Classified List* was prepared under the editorship of W. Stanley Hoole for the Commission on Colleges and Universities of the Southern Association of Colleges and Secondary Schools. Its Reference Committee consisted of Don Thompson, Mississippi State College. Hazel Baity, Meredith College; Joe Kraus, Madison College; and Vivien M. Lawson, University of Alabama. Comprising the Periodicals Committee were Edna H. Byers, Agnes Scott College; J. Isaac Copeland, George Peabody College; Herbert Hucks, Jr., Wofford College; and Roberta Moss, University of Alabama. Guy R. Lyle, Gilbert Govan, and Louis Shores served as an Advisory Committee.

Some changes in arrangement indicate easier use of the present edition than of its predecessors. The new work is considerably enlarged over the 1947 edition and is half

again as extensive as that of 1940. Having already proved its usefulness, *The Classified List* now achieves higher standards of both practicality and selectivity. That the earlier editions are already available is no reason for a library to defer its purchase. That no edition be available in a college library is unthinkable.

For the Georgia-Florida Committee for Planning Research Library Cooperation *A Union List of Serials in Chemistry and Allied Fields* has been published by the Southern Regional Education Board. The compilation of the list was a pilot project of the Committee in its effort to reduce the acquisition burden in university libraries. The list is a record of the holdings in chemistry at Emory University, Florida State University, the Georgia Institute of Technology, the University of Florida, the University of Georgia, and the University of Miami. Of the 626 titles included only forty-two are held by all of the libraries. There are 272 titles of which each is held by only one library in this group. The purpose of the list (and of the Committee) is expounded in part in these sentences from the compiler's introduction: "Certain specific ways to strengthen the coverage of chemistry serials suggest themselves. It seems probable that some of the titles to which several libraries now subscribe are marginal titles of which only one or two files can serve the whole region. . . . One solid back file may be sufficient even in cases where current subscriptions are desirable in several libraries. If the back files in other libraries could be relied upon for occasional use, funds now necessary for their purchase can be expended to gain wider coverage for the field."

With the second number of its ninth series of *Sources and Reprints* pamphlets the Emory University Library brings the total issues in this attractive series to twenty-five (one was a double number). It is a tribute to the quality of the publications that a third of the back numbers are now out of print.

The address which Augustus Baldwin Longstreet delivered at his inauguration as President of Emory College in 1840 forms the text of the present pamphlet. To introduce it, Dean Judson C. Ward has written a full and informative introduction. The pamphlet is reprinted from one of the two surviving copies of the original printing, a recent gift to the Emory Library by Mr. Frank Neely of Atlanta.

The Bibliographical Society of the University of Virginia adds to its ever increasing list of distinguished publications the small but useful *Bibliographical Hibernica* of John Alden.

The Atlanta Public Library continues its series of catalogs for an ambitious exhibit of Georgiana. Titles not previously noted here are *Georgia Books for Juveniles*, *Joel Chandler Harris: Folklore in the Deep South*, *Three Georgia Poets*, *Three Georgia Novelists*, and *The Cherokee Indians in Georgia*.

John David Marshall, Wayne Shirley, and Louis Shores have joined forces to compile *Books, Libraries, Librarians: Contributions to Library Literature*, published by the Shoe String Press of Hamden, Connecticut. In a variety of delightful essays by librarians and non-librarians, the whole field of books is touched. Contributors include Winston Churchill,

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A Belated Tribute

By AZILE WOFFORD*

Looking backward is, I realize, one of the signs of approaching old age but a chain of memories reaching back to the days of early childhood was awakened by a "Varia" notice appearing in the Summer, 1955, issue of THE SOUTHEASTERN LIBRARIAN. From this notice I learned of the passing on March 21 in Elbert County, Georgia, of Mrs. Lizabelle Langston Swift, librarian of the Seaboard Air Line Railway Free Traveling Library. The notice further stated that the books in this "once-flourishing library" had been turned over to the Elbert County Board of Education by the Seaboard Air Line Railway.

As a very small child in a South Carolina rural school in the early 1900s, I recall a stout box of some 50 to 75 books which remained in our school for several months to the delight of the pupils. It was my first contact with library service and may have set my feet on the path which later led me to be a librarian. I did not then know from whence it came. I knew only that my mother, always a staunch supporter of anything which would better education for all people, sponsored the request for the books and my father rode some miles to secure the box which came via railroad and to deposit it in our one-room school. At that time I really did not care; it did matter that we children had books with which to spend glorious moments accrued from doing chores with more alacrity perhaps than efficiency.

Later when I was writing a thesis

at Columbia University on the *History and Present Status of School Libraries in South Carolina 1868-1938*, I learned that the library of my childhood was one of the traveling libraries from the Seaboard Air Line Railway Traveling Library. Beginning about 1887, this service was intended at first for employees of the railroad and their families, but was later extended to communities and schools of the rural sections of Alabama, Georgia, Florida, North Carolina, South Carolina and Virginia, states served by the railroad. The initial collection was made possible largely by a gift of \$2,000 from Andrew Carnegie who endorsed the work in a letter dated April 6, 1899. The work of this library came also to the attention of President McKinley who, in a letter dated December 10, 1900, commended efforts of this library agency to extend such library service to the entire Appalachian region. In fact, he himself gave generously to the project and some of the collections were known as William McKinley Libraries. The Seaboard Air Line Railway bore all expenses of the library project, including free transportation.

When the National Education Association met in Charleston, South Carolina, July 7-13, 1900, Mrs. Eugene B. Heard of Middleton, Georgia, in charge of that library since 1898, spoke on the *Free Traveling Library; an Aid to Education and a Factor in the National Life*. Following Mrs. Heard's report, Mrs. Coleman of South Carolina, testified that schools of South Carolina benefitted by the

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Seaboard Air Line Free Traveling Library. A letter to the writer from Mr. James Y. Swift of Middleton, Georgia, dated March 21, 1938, stated that such cases of books were still being sent to the schools of my native state. Eventually, when the services of County Farm and Home Demonstration Agents became fairly generally available, the distribution of these free libraries were handled through their local offices.

In 1911 a booklet entitled "Seaboard Air Line Free Traveling Li-

brary System" was prepared giving "the story of what has been accomplished during the past ten years." One of the illustrations showed the books housed in a rather large room built around a huge oak tree which grew in the center. At that time I made a mental note to visit the collection but circumstances determined otherwise. Now, with its inevitable passing, I should like, as an early user, to pay my tribute to a service that no doubt introduced many others to the "royal road to reading."

Books . . .

(Continued from Page 120)

Dwight D. Eisenhower, Jan Struther, and Gilbert Highet among the non-librarians, and Lawrence S. Thompson, W. Stanley Hoole, and Louis Shores among the librarians.

Heavily and closely printed pages deny the volume the inviting appearance it deserves but should not frighten the reader from joining in what John David Marshall describes in his introduction as "the adventure of mining the literature of librarianship."

The Friends of the Library of Mississippi State College have published their first annual report as a mimeographed pamphlet. In addition to a "Plan of Organization" the publication includes a list of gifts to the library during the first year of the Friends.

Eunice Keen's *Manual for Use in*

the Cataloging and Classification of Audio-Visual Materials for a High School Library is directed towards the needs of the librarian who has a less extensive collection of audio-visual materials than those found in libraries where advanced study is undertaken. It will serve as a practical and clear guide to the small public librarian or the school librarian who wants to catalog and classify the collection so that students and teachers will be able to determine the library holdings of the various materials.

Fully and completely illustrated with author, title, and subject cards, Miss Keen's manual should reduce the perplexing job of cataloging audio-visual materials to a much simpler task. The small volume shows the results of experience and knowledge in the treatment of the subject.

—RICHARD BARKSDALE HARWELL



...VARIA

PERSONAL

Don Thompson, formerly director of libraries at Mississippi State College and advertising manager for the *SOUTHEASTERN LIBRARIAN*, became librarian of Wabash College, Crawfordsville, Indiana, on September 1. We shall miss him in the Southeast and our good wishes go with him to his new position.

Forest Charles Palmer, a native of Burlington, Wisconsin, and a graduate of the George Peabody Library School became director of libraries at Mississippi State College on September 1. He had been serials librarian at North Carolina State College since 1951, and previously had held positions in the Valparaiso University Library, Joint Universities Library, and Janesville (Wisconsin) Public Library.

Helen Harris, librarian of the Lawson McGhee Library, received a "Letter" Award at Philadelphia, the citation saying that she "has exemplified the best traditions of library service . . . But above all, in every capacity, she has been the warm, outgoing, courageous individual to whom people came for help and guidance and because of whose service, the community always was better."

Gray Gillam, formerly reference librarian at the Virginia Polytechnic Institute, became law librarian at the University of Georgia on September 16.

Mary Elizabeth Gammon, formerly librarian of Sullins College, has joined

ed the V.P.I. staff as reference librarian.

Mrs. Joella S. Neel, librarian of the Newberry-Saluda (S.C.) Regional Library, has completed her work for a degree in library science at Peabody.

Mrs. Carolina H. Ryan will become head of the circulation department at the University of Portland, Portland Oregon, on September 15th. Mrs. Ryan previously served in the same capacity at the McKissick Library, University of South Carolina.

Three young men from Columbia, South Carolina, will attend the Rutgers Graduate School of Library Service this fall. Dan Newton, presently employed at McKissick Library, has been awarded a research assistantship. Harry Moseley is a pharmacist, employed by a local drug store and William F. Lollis is supervisor of the Machine Records Office at the University. All three are graduates of the University of South Carolina, and have been residing at 816 Henderson Street.

W. G. Tatum, Jr., of McColl, is librarian of the St. John's High School Library, Darlington, South Carolina.

Ella Gammage is now librarian of the elementary school in Darlington, South Carolina. Miss Gammage has been teaching in Darlington and studied at Emory during the summer.

Viola Fitch, librarian of the Pontiac, Michigan, Senior High School Library, was visiting professor of li-

brary science at Winthrop College during the summer term.

Effective September 1, 1955, all teacher-librarians in South Carolina high school libraries are required to have a minimum of eighteen semester hours in library science. Twenty-four semester hours are required for full-time high school librarians.

Carolyn Hersey is librarian of the Winyah High School Library, Georgetown, South Carolina. She came to Georgetown from the Bishopville High School Library.

Donald K. Wilson resigned as reference librarian of the D. H. Hill Library, North Carolina State College, on August 1, 1955, and is now with the U. S. Army Air Force libraries in Japan.

Elizabeth D. Walker, assistant librarian of the Joyner Library, East Carolina College Library, Greenville, North Carolina, has been elected president of the Alumni Association of the University of North Carolina School of Library Science for the biennium 1955-57.

Betsy Ann Olive has resigned as assistant in the Documents Department, University of North Carolina Library, to accept an appointment as reference librarian in the Business and Public Administration Library at Cornell University.

At the commencement exercises of Earham College in Richmond, Indiana, on June 5, the honorary degree Litt.D. was conferred upon Charles E. Rush, librarian emeritus of the University of North Carolina. The honor came on the occasion of Mr. Rush's 50th class reunion.

Mrs. May Davis Hill, formerly in the General College Library, University of North Carolina, accepted the position of librarian of the North Carolina Museum of Art in Raleigh effective July 1. The new Museum

of Art in Raleigh now has a collection valued at over two million dollars and will open in its new gallery in the fall.

Arnold Borden has been appointed to fill the vacancy in the General College Library, University of North Carolina, created by the resignation of May Davis Hill. Mr. Borden was awarded the A.B. degree by the University of North Carolina in 1937 and the B.S. in L.S. in 1955.

Mrs. Robert (Rosalie) Massengale is the new assistant in the Extension Department, University of North Carolina Library. Mrs. Massengale's undergraduate work was done at Mount Holyoke and she holds M.A. in history and the B.S. in L.S. degrees from the University of North Carolina.

Charlotte Georgi has succeeded Mrs. Guelda von Beckerath as librarian of the Business Administration Library, University of North Carolina. Miss Georgi received her B.A. and M.A. (English) degrees from the University of Buffalo and has done graduate work at the University of Wisconsin. She is now a candidate for the Master's degree in the School of Library Science, University of North Carolina.

Mrs. Elizabeth House Hughey, executive secretary and director of the North Carolina Library Commission in Raleigh was *The News and Observer's* "Tar Heel of the Week" in the July 24 issue of the Raleigh newspaper.

Robert A. Miller has been appointed as assistant professor in the School of Library Science, University of North Carolina, succeeding Sarah R. Reed. Mr. Miller holds A.B., M.A., and B.S. in L.S. degrees from the University of North Carolina. He has served as a summer session instructor in the School of Library Science for

the past three summers and comes to the University of North Carolina from Cornell University where he was librarian of the Smith Library.

Frank Hanlin, assistant head of circulation, University of North Carolina Library, and since July 1 also special collections librarian, has resigned to accept a position as first assistant in acquisitions at the State University of Iowa. Oliver Orr, who has been a member of the circulation department staff will replace Mr. Hanlin.

Sunshine B. Murphy has joined the staff of the Division of Health Affairs Library, University of North Carolina, as assistant cataloger. Miss Murphy, who is from Leaksville, North Carolina, is finishing courses for the M.S. in L.S. degree in the School of Library Science at the University.

Mrs. Vera Melton has resigned as librarian of the Caldwell County Library, Lenoir, North Carolina, to become librarian of the Needham Broughton High School Library in Raleigh. Joyce Bruner was employed to fill the vacancy created by Mrs. Melton's resignation and began work on August 1.

Anne E. Andrews accepted the position as head of extension at the May Memorial Library, Burlington, North Carolina, as of September 1. Miss Andrews was formerly employed in the Onslow County Public Library, Jacksonville, North Carolina.

Announcement has been made of the promotion of William R. Pullen, documents librarian, University of North Carolina Library, and of Margaret E. Kalp, School of Library Science, University of North Carolina, from assistant professor to associate professor.

Marianne Martin resigned as librarian of the Rockingham County

(N.C.) Library, Leaksville, on August 31, to accept the position of assistant librarian at the College of William and Mary, Norfolk Division.

Donald MacKenzie, who has been in charge of the Business and Insurance Collection and also of the audio-visual materials at the Greensboro (N.C.) Public Library left on September 1, to become assistant in the reference department at Northwestern State College of Louisiana.

Jane McDaniel, former librarian of Peace College, Raleigh, has accepted the position of librarian of the Stanly County Library, Albemarle, North Carolina, and began work there on July 1.

Mrs. Ethel A. Rose, formerly librarian of the School of Library Science, University of North Carolina, has been appointed librarian at Peace College in Raleigh.

Betty Will McReynolds, assistant librarian of the Concord Public Library (N.C.) began work on June 1 as adult education librarian at the Greensboro (N.C.) Public Library.

Carlyle J. Frarey, School of Library Science, University of North Carolina, was elected as a representative at large to the ALA Council, and Mrs. Elizabeth H. Hughey, secretary and director of the North Carolina Library Commission, was elected vice-president and president-elect of the Library Extension Section, Public Libraries Division of ALA.

Roberta McKinnon of Hartsville, South Carolina, was appointed librarian of Coker College, effective September 1, 1955. She is a graduate of Coker College and holds a B.S. degree in library science from the University of North Carolina. At one time she served on the staff of the Richland County Public Library in Columbia. For the past few years she

has been serving as assistant in public relations at Coker.

Mary Jo Finger became librarian of Scarritt College, Nashville, Tennessee, on July 1. She went to this position from the Clarksville (Miss.) High School Library. She was replaced at Clarksville by Josephine Frazer.

Edith Foster, director, West Georgia Regional Library, has been elected president of the Adult Education Section, Public Libraries Division of the American Library Association.

Virginia McJenkin, director, Fulton County School Libraries, was elected chairman of the National City and County School Library Supervisors Group at its recent meeting in Philadelphia.

Evalene Jackson, director of the Division of Librarianship at Emory University, is on leave of absence to complete her doctorate at Columbia University. Tommie Dora Barker has been appointed acting dean during Miss Jackson's absence.

Mrs. Dorothy Crosland, director of libraries at the Georgia Institute of Technology, and Elizabeth Royer, librarian of the Emory Theological Library, are in Europe buying materials for their respective libraries.

Tom Ayer, librarian of the Richmond, Virginia, Public Library for thirty-one years has retired. Mr. Ayer, a native of New Hampshire, began his library career by shelving books in the Manchester Public Library as a boy. He attended Brown University and while there he held various posts in the University Library, the Providence Athenaeum, and the Public Library. He went to the University of Illinois for his library training. Other positions held before going to Richmond were in the Columbia University Library, the Federal Trade Commission Library and the

Reading, Pennsylvania, Public Library. He served as librarian in the last two libraries.

Mr. Ayer was replaced on July 18 by Carlton Lamar Wallis. Mr. Wallis went to Richmond from the Rosenberg Library which is the public library of Galveston, Texas, city and county. He is a native of Mississippi, has a B.A. from Mississippi College, a M.S. from Tulane University, and a B.S. in Library Science from the University of Chicago.

Miss H. Tyler Gemmell, librarian of Sweet Briar College, was awarded a Fulbright Grant to lecture on library organization and administration at University College, Mandalay, Burma. She began her teaching duties there on June 15. During Miss Gemmell's absence, Ethel M. Fair will be acting librarian of Sweet Briar.

Mary M. Barksdale, librarian of the Randolph-Henry High School, Charlotte Court House (Virginia) taught in the Department of Library Science at Longwood College this summer.

Many librarians will regret to learn of the death of Alice Wyman on June 1 at the age of 81. She was head librarian of the University of Alabama for 32 years.

Sybil Baird, librarian, Indian Springs School, was consultant for the Workshop for School Librarians held July 25-29 in Hattiesburg, Mississippi, which was sponsored jointly by the State Department of Education, Annabelle Koonce, director, and Mississippi Southern College. The theme of the conference was Reading Guidance. Twenty-two librarians and one principal enrolled.

Mrs. Ernest Lacy, librarian of the Carnegie Library, Anniston, Alabama, died on August 4 from injuries suffered in an automobile accident while attending summer school at the

University of Alabama. An energetic and enthusiastic member of the Alabama Library Association, she had served on various committees and was quite popular. She was a graduate of Women's College in Montgomery and was to receive her Master's Degree from the University this year.

Mrs. Elizabeth Parks Beamguard has returned to her duties as director of the Huntsville Public Library. Dorothy Webb, acting director, will continue on the staff as assistant director. Mrs. Beamguard had been on leave of absence helping to organize the Coleman Library in LaGrange, Georgia.

Mrs. Mattie Lou Crow assumed her duties as circulation and reference librarian at Birmingham Southern College on September 1, and Olive Jo Lamb is the new assistant librarian in charge of cataloging. Both hold Master's degrees from the University of Alabama and their library preparation from the Department of School Libraries there.

Mrs. Robert Somers is the new assistant librarian of the Montgomery County Library, Montgomery, Alabama.

Florine Oltman succeeded Robert Lightfoot as librarian at the Air War College, Montgomery, Alabama. Miss Oltman has been on the staff of the Air University since 1946.

THIS AND THAT

Several awards and citations for libraries in the Southeast were announced at the A.L.A. Conference in Philadelphia.

The Charleston (South Carolina) Free Public Library and the Miami (Florida) Public Library received special awards in the John Cotton Dana Publicity Awards Contest, the former "for its practical approach to a successful bond issue campaign"

and the latter "for its originality and its comprehensive and intimate relationship with the whole community."

In the same contest honorable mention was earned by the Post Library, Fort Benning, Georgia, for its publicity reaching all groups within the military community and to the Post Library, Fort Jackson, South Carolina, "for a comprehensive publicity program."

Four state library agencies were awarded two-year grants to help them develop long term adult education programs based on analysis of community needs. The Tennessee State Library and Archives was one of the agencies receiving a grant.

A "Letter" award was made to the Kentucky Library Extension Division for its outstandingly successful bookmobile project.

In response to a request from The Library Association an issue of the *Southeastern Libraries* was sent to England for inclusion in the exhibition of library periodicals at its conference in Southport during September.

The \$2,000,000 Newman Library at the Virginia Polytechnic Institute was occupied in time for opening of the fall quarter on September 17.

Long range improvements to the Greenville (S.C.) Public Library have been approved, following recommendation by J. Russell Bailey, library architect. The improvements will include complete interior renovation, new furniture, better lighting, additional space for the children's room, air-conditioning, and more parking space. The project will be carried out over a period of years and will be financed from regular operating funds. Charles E. Stow is librarian.

Plans have been completed for a thorough renovation and enlarge-

ment of the Rock Hill (S.C.) Public Library. The addition will triple the size of the present building.

The voters of Sumter County (S.C.) recently defeated in a special election a proposed bond issue for \$100,000 for the construction of a new library building.

Lake City (S.C.) is planning a \$20,000 library building that will house the Florence County Library. Funds for the building are being raised from a Lake City two-mill tax, a \$10,000 appropriation from the county, and from private donations. The Florence County Library is now located in the Agricultural Building in Florence, and is giving county service only, the city of Florence being served by a municipal library. The new building will improve service to Lake City and greatly improve the facilities of the county library.

Construction of a \$100,000 building for the Anderson College Library, Anderson, South Carolina, is scheduled for early fall.

A modernly-appointed, two-story building in Walhalla, South Carolina, in which the Oconee County Library has operated for two years, has been presented as a gift to the library by the Chicopee Manufacturing Corporation. The building was appraised at \$13,000.

The University of North Carolina Library sponsored a series of television programs on the University's educational TV station, WUNC-TV, entitled "North Carolina Books—Recommended Summer Reading," during June, July, and August, 1955. Librarian Andrew H. Horn and associate librarian, Vic Cook, as hosts, had as their guests on the programs Manly Wade Wellman; Duke librarian, Ben Powell, who discussed Frances Gray Patton's and Ovid Pierce's books; Phillips Russell,

Chancellor of the University R.B. House; Jonathan Daniels and other outstanding North Carolina authors.

The Georgia Chapter of the Special Libraries Association, Mrs. Martha Jane Zachert, president, has won the Gavel Award for the second straight year. The gavel, presented at the annual SLA Convention, goes to the chapter showing the highest percentage increase in membership during the year.

The Georgia Library Association, the Divisions of Librarianship and Education of Emory University and the State Department of Education sponsored a second Elementary School Library Work Conference for elementary classroom teachers, principals, and supervisors at Emory University, July 27-30. Dr. Pauline O'Melia, Division of Library Science, Indiana University, was consultant for the conference.

A section for Special Libraries has been approved by the Executive Committee of the Georgia Library Association. Mrs. Martha Jane Zachert, Southern College of Pharmacy, is temporary secretary. The first meeting will be held during the Georgia Library Association Convention in Augusta this fall.

The dedication of the Coleman Library, LaGrange, Georgia, brought together a large group of librarians and citizens mainly from Georgia and Alabama. Among the out-of-region guests were Ralph A. Ulveling, director, and Charles M. Mohrhardt and Ruth Rutzen of the Detroit Public Library; Janice Kee, executive secretary, Public Library Division, American Library Association; and Mrs. Helen E. Wessells, editor, the *Library Journal*. This lovely new library was built and is operated by the Calloway Mills of LaGrange. Mrs. Lois Green is the director.

Formal dedication of the new \$135,000 Edgecombe Memorial Library, Tarboro, North Carolina, was held on June 3. One of the outstanding features of the new building is the Pender Memorial Room, given by Mrs. Alice Williams Pender. It is to be used as an exhibition room for paintings and art exhibits, for group meetings, forums, film showing and record concerts.

The Class of 1955 at the University of North Carolina presented to the University Library a new 32-inch world globe as a gift at Commencement time. The globe is in the Reference Room of the Library.

The Duke University Library has recently acquired the papers of General Robert I. Eichelberger, Commander of the Eighth Army during World War II. The collection, consisting of official and personal correspondence, orders, diaries, etc., will be of aid to research in the history of the war in the South Pacific and the early occupation of Japan.

The Woman's College of the University of North Carolina at Greensboro, is adding original prints to the Library Picture Rental Collection along with reproductions. Some original paintings by faculty members and graduate students have been purchased for this purpose although the main source of supply has been the International Graphic Arts Society.

The Joyner Library, East Carolina College, Greenville, North Carolina, presented a television program on the local station on August 14. A recruitment plea and some news of the history of the printed book were part of the program. The library is coordinating the audio-visual program for the college and is attempting to build a collection of equipment, films and other material. The east end of the second floor of the new library

building was designed especially for audio-visual work, with a radio-television studio and photography laboratory.

Ellen Glasgow's manuscripts and correspondence, including notes and drafts of some of the distinguished author's most important writings, have been donated to the University of Virginia Library.

Library Notes, an extremely interesting mimeographed publication, has been issued weekly by the University of North Carolina Library since last April. Staff changes, important acquisitions and all sorts of library activities are announced for the benefit of faculty and staff members. William S. Powell is the editor.

A new library publication in Alabama is the *Newsletter for Trustees and Friends of Public Libraries in Alabama*. Volume 1, Number 1, of which was issued in June, 1955. It will be issued quarterly by the Public Library Service Division, with Evelyn D. Mullen, director of PLSD, as editor. James McCain, president of the newly-organized Trustees and Friends Section of the Alabama Library Association, is one of the guiding lights of this publication. The June issue has several special features: "Why Have Library Trustees?" and "The Art of Board Membership" were among them.

The Homewood (Alabama) Public Library has air-conditioned its first floor, paying for it out of its petty cash fund at a cost of \$3,820. [One wonders when a petty cash fund is no longer petty? Editor]

Citizens of Huntsville, Alabama, will celebrate the sesquicentennial in October. As a part of the celebration, the library staff has completed the compilation of the *History of the Huntsville-Madison County Public Library, 1818-1955*. The historical

collection of the library has been the chief source of information for the historians who are now writing the history of the city to be published in connection with the observance of the anniversary.

The Montgomery (Alabama) Public Library is on television regularly. Mrs. Dixie Lou Fisher, head librarian, does a weekly show over WCOV-TV each Tuesday afternoon. Billed as "The Library Lady," Mrs. Fisher talks about books, local literary events, and the activities of the library.

The dedication of the New Ensley Branch of the Birmingham Public Library was held on Sunday afternoon, June 26. This ultra-modern structure, on the edge of Ensley Park, was erected at a cost of \$90,000, and embodies the latest in architectural design and building materials. It has book capacity of 17,500 volumes. Mrs. Eunice Collins is the librarian. This is the first of four buildings constructed with funds from a 1953 bond issue for the Birmingham Public Library.

Officers the Alabama Association of School Librarians for 1955-56, elected recently are: president, Sybil Baird, librarian, Indian Springs School, Helena; vice-president, Mrs. Louise Gober, librarian, Decatur High School; recording secretary, Mrs. Ann Vaughn, Barton Academy, Mobile; treasurer, Mrs. Mary E. Edwards, Haynesville; corresponding secretary, Martha Jule Blackshear, school libraries consultant, State Department of Education, Montgomery; council members, Mrs. Janie Morgan, Deshler High School, Tuscumbia; Mrs. Laura Gaines Sprott, Troy High School; Mrs. Myrtle Boazman, University Military School, Mobile.

The new State Library Board for North Carolina was sworn in at cere-

monies in the office of the Governor on July 1. This new Board, authorized by an act of the 1955 General Assembly, will absorb the functions of the former state library board and the North Carolina Library Commission. The State Library and the Library Commission will continue to function separately for the next twelve months, however, during which period the new board will develop plans for merging the State Library and the Library Commission into a new State Library with one budget and one staff. The final change-over will take place on July 1, 1956. Dr. Roy B. McKnight of Charlotte was elected chairman and John Harden of Greensboro was elected vice-chairman at the first meeting of the new board. Other members of the board are Mark McD. Lindsey of Hamlet, Clifford Peeler of Salisbury, Paul S. Ballance of Winston-Salem, and Charles E. Jordan of Durham. Ex-officio members are Charles F. Carroll, state superintendent of public instruction, and Andrew H. Horn of Chapel Hill, librarian of the University of North Carolina. At the first meeting of the new Board, Carrie Broughton was reappointed state librarian for the new fiscal year and Mrs. Elizabeth House Hughey was reappointed secretary and director of the Library Commission.

The University of Florida has purchased a private collection of about four thousand items concerning Ireland and the Irish. The contents of the collection are widely diversified, ranging from pamphlets of the 17th Century to the standard works of scholarship and literature of today. The main subjects represented are art and archaeology, economics, genealogy, history, law, literature, music, philology, religion, and topography. The two largest subjects are

history and literature, each containing about nine hundred items.

The new D. H. Hill Library at North Carolina State College, Raleigh, was dedicated on March 12, 1955. Harlan C. Brown, the director, reports that it took from November 5, 1951 to August 3, 1954 to build and equip this new \$1,500,000 library building. This Library has recently been the recipient of several significant gift collections from these donors: 7,000 volumes from the personal collection of Mrs. William Sergeant Kendall of Hot Springs, Virginia; Twenty-one rare books of ladies' fashions from Sarah Frances Cheshire of Raleigh; and nearly three hundred volumes of literature, including a fine collection of Shakespeariana from Daisy Bailey Waitt of Raleigh.

The West Charlotte (N. C.) High School has been selected as one of the five top winners by the *School Executive* in its 1955 annual competition for the best school design in the nation. This school also received an Award of Merit from the North Carolina Chapter of the American Institute of Architects. The spacious library quarters is one of the outstanding features of the school.

A gift of \$150,000 and \$50,000 endowment has been made to Southampton County (Virginia) for a public library and museum which will be erected in or near Courtland, the county seat. The donor, Walter C. Rawls of St. Louis, Missouri, was born in Southampton County.

CALENDAR

Mississippi. The annual meeting of the Mississippi Library Association will be held on October 20-22,

1955, at the Buena Vista Hotel, Biloxi. The Executive Board voted to have one session on Thursday evening, all day meetings on Friday with the banquet scheduled for Friday night, and end the Conference with luncheon at noon Saturday.

North Carolina. The North Carolina Library Association will hold its biennial meeting on October 20-22, 1955.

South Carolina. The South Carolina librarians will hold their annual conference in Columbia on Friday and Saturday, October 28-29, 1955. The Columbia Hotel will be the headquarters.

Kentucky. A tri-state conference of Indiana, Kentucky, and Ohio library associations will be held on November 3-5, in Cincinnati at the Netherland Plaza Hotel.

Georgia. The Georgia Library Association has scheduled its biennial meeting for November 3-5, 1955. The conference will be held in Augusta at the Bon Air Hotel.

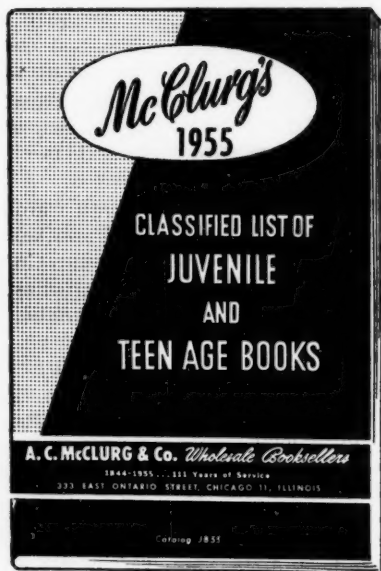
Virginia. The Hotel Jefferson in Richmond has been selected as the place, and Thursday, Friday and Saturday, November 10-12, 1955, is the time of the Virginia Library Association's Conference.

American Library Association. ALA Midwinter Conference, January 29-February 4, 1956, Edgewater Beach Hotel, Chicago.

American Library Association. ALA Annual Conference, June 17-23, 1956, Miami Beach, Florida.

SELA. SELA's 1956 conference will be held in the Roanoke Hotel, Roanoke, Virginia, on October 11-13, 1956.

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